Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 16 EMERGENCY INCIDENT MANAGEMENT PLANNING

Division Number Newhall 540

Evaluated By Sgt. B. Dibene

Date 04/21/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation ☐Formal ☑Informal		Suspense Da	ite		
Follow-up Required	☐Correction Report				
⊠Yes □No	by	Commander'	s Review	Date	
1. EMERGENCY INCIDE! (EIM) PLANNING	NT MANAGEMENT	Evaluated	Action Required ⊠	Correct	ed
provide for EIM planning	a. Are Area employees familiar with various departmental publications which provide for EIM planning?				□No
b. Does the Area comm philosophy and policy	ander have a clear unders for EIM as outlined in HPM	standing of the 1 50.1 and HPM	Department's 150.5?	⊠Yes	□No
(1) Is this philosophy	conveyed to:				
(a) Subordinates?				⊠Yes	□No
(b) Public safety agencies?				⊠Yes	□No
(c) Emergency service providers?			⊠Yes	□No	
c. Is an employee assigned to develop and routinely update EIM plans?			⊠Yes	□No	
(1) Is the employee familiar with local resources and conditions?			⊠Yes	□No	
(2) Is input obtained from uniformed and nonuniformed personnel?			⊠Yes	□No	
(3) Is there adequate liaison with emergency response and support agencies?			⊠Yes	□No	
	dent plans been evaluated			⊠Yes	□No
	command-specific informa			⊠Yes	□No
			jectives?	⊠Yes	□No
(2) Do plans contain a clear statement of their purpose and objectives? (a) Is there an assignment of responsibility commensurate with appropriate authority?				⊠Yes	□No
(b) Are there chec	klists to assist in impleme	nting the plans	?	⊠Yes	□No
(c) Is there a method for notifying off-duty personnel?			⊠Yes	□No	

(d) What methods are used for acquiring necessary supplies and equipment	?	
(3) Do the plans refer to ICS and CHP and/or command-specific forms?	⊠Yes	
(4) Do the plans have information regarding communication and coordination with other Areas, allied agencies, Division and headquarters?	⊠Yes	
(5) Are there plans for hazard-specific incidents?	⊠Yes	
(a) Are there employee and property protection references in the command's EAP?	⊠Yes	
(b) Bomb incident procedures?	⊠Yes	
(c) Fires?	⊠Yes	
(d) Flood/dam failures?	⊠Yes	
(e) Radiation incidents?	⊠Yes	
(f) Earthquakes?	⊠Yes	
(g) Tsunamis/coastal storms?	∐Yes	
(h) Civil unrest?	⊠Yes	
(i) Other Area-specific emergencies?	⊠Yes	
(6) Do plans have supporting annexes with the following information:		
(a) Emergency Response Center Operations?	⊠Yes	
(b) Mutual aid plans and MOU's developed between Area and other emergency service providers?	⊠Yes	
(c) Procedures for deployment of, and accounting for, personnel and material resources?	⊠Yes	
(d) 72-hour self-sufficient operation?	⊠Yes	
(7) Does the need for each plan still exist?	⊠Yes	
(a) Are plans up-to-date and not in conflict with HPM 50.1 and HPM 50.5?	⊠Yes	
(b) Can plans be tested?	⊠Yes	
(c) Are they current?	⊠Yes	
(d) Do they work?	⊠Yes	
(8) Does the Area SOP contain guidelines for EIM?	⊠Yes	
(a) Is that portion of the SOP up-to-date and not in conflict with HPM 50.1, HPM 50.5 or local plans?	⊠Yes	

2. TRAINING	Evaluated	Action Required ⊠	Corrected	
a. Is there an awareness of local trainin	g requirements?		⊠Yes □]No
b. Have required employees been trained	ed to initiate and use	ICS in emergencies?	Yes [□No
(1) Have other Area employees recei	ved familiarization tra	aining in ICS?	⊠Yes □]No
(2) Do Area personnel understand the and their role in mission acceptance?	eir responsibilities as	incident commander	rs ⊠Yes □	No
(3) Have managers, supervisors and	OICs been trained in	the use of HPG 50.0	3?⊠Yes [□ No
(4) Is 50.3 readily available?			⊠ Yes □	No
(5) Are managers and supervisors fa	miliar with various IC	S forms and their use	e?⊠ Yes □	No
(6) Does the Area have a roster of er training or possess special emergence	nployees who have r y-related skills?	eceived specialized	☐ Yes	⊠ No
(7) Have employees been provided w required by HPM 70.13?	vith annual training in	hazardous materials	⊠ Yes	□No
(a) Are the records of required tra	ining current?		⊠ Yes	☐ No
c. Are Area personnel trained to drive a	nd operate departme	ental EIMVs?	☐ Yes	⊠ No
(1) Is there a list of trained drivers/op	erators in the emerge	ency plan or SOP?	☐ Yes	⊠ No
d. Has interagency training pertaining to	EIM been conducte	d?	☐ Yes	⊠ No
(1) Do Area personnel attend and pa and emergency service providers to e	rticipate in meetings explain the Departme	of public safety agen nt's role in EIM?	cies	□ No
(2) Have public safety agencies and of Area training to discuss their role?	emergency service p	roviders attended	⊠ Yes	□No
(3) Do personnel participate in exerci	ises with these agend	cies/EMS providers?	⊠ Yes	☐ No
(4) Are exercise critiques conducted	and feedback given t	to all participants?	⊠ Yes	☐ No
3. RELATIONSHIPS WITH ALLIED AGENCIES	Evaluated	Action Required	Corrected	
a. Does commander regularly confer wi	th judges, prosecuto	rs, public defenders?	∑ Yes	☐ No
(1) Does he/she maintain a working r departments, state/county traffic eng	relationship with loca ineers and highway o	l sheriff's offices, poli lepartment personne	ce ? 🛛 Yes	□No
(2) Does he/she maintain a working of Emergency Services personal	relationship with Cou onnel?	nty and Regional Sta	te Yes	□No
(3) Is the commander a member of e	mergency organizati	ons?		□ No
 b. Does the commander encourage Are good working relationships with their course 	ea lieutenants and su unterparts in allied ag	pervisors to establish gencies?	∩ ⊠ Yes	□ No
(1) Are lieutenants and sergeants me organizations or councils?	embers of emergency	y-related committees	' ⊠ Yes	□ No
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(2) Have Area personnel met with al aid contingency planning?	lied agency personne	I to conduct mutual	⊠ Yes	□ No
c. Has the command developed writter effective use of departmental personne responses to emergency incidents?	plans to provide for ces in multi-agency	⊠ Yes	□ No	
(1) Are those plans in accordance w	ith HPM 50.1 and HP	M 50.5?	⊠ Yes	☐ No
(2) Were the plans developed in cool have EIM responsibility?	ordination with allied a	gencies who	⊠ Yes	□ No
(3) Are existing plans current?				□ No
(4) Do plans provide for adequate su	upervision?		⊠ Yes	□ No
(5) Do plans conform to CHP policy?	?		⊠ Yes	□ No
(6) Has the command developed a v		ance with HPM 50.1?	⊠ Yes	□ No
4. REPORTING PROCEDURES	Evaluated	Action Required	Corrected	
a. Are reporting and documentation rec by the Area commander, managers and	quirements for emerg	ency incidents unders	stood ⊠ Yes	□No
(1) Are unusual occurrences reporte	d per GO 100.80?		⊠ Yes	□ No
(2) Are major state route closures re	ported per GO 100.4	6?	⊠ Yes	□ No
(3) Hazardous material spills and releases reported per HPM 84.2?			⊠ Yes	□ No
(a) Are Hazardous material incident reports (CHP 407E) prepared?			⊠ Yes	□ No
(b) Are there written procedures for reporting spills, releases, and dumping of hazardous material to the County Board of Supervisors and the County Health Officer?				□ No
5. EMERGENCY INCIDENT RESPONSES	Evaluated	Action Required	Corrected	
a. List problems Area experienced in e	xercising EIM.			
(1) Has follow-up investigation been	conducted to preven	t recurrences?		□ No
(a) Is the investigation forwarded			⊠ Yes	☐ No
(b) Are problems corrected and appropriate changes made to Area plans?				☐ No
(c) Are corrected actions taken, c			⊠ Yes	□ No
(2) Have there been repeated proble	ems with specific indiv	viduals or agencies?	☐ Yes	⊠ No
(a) Has the Area commander ma			? 🛚 Yes	☐ No
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CMC/QCIAO LIAOIDEIA LAMANACEMENTA LE MANAGEMENTA		
(b) If not resolved, has the Division Chief been notified as required?	☐ Yes	□ No
COMMENTS		
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Department of California Highway Patrol AREA MANAGEMENT EVALUATION	Area	Division	Number
Chapter 16		Southern	501
EMERGENCY INCIDENT MANAGEMENT PLANNING	514/LACC		
	Evaluated By	Sgt. Shenian	Date 4/11/2008
INSTRUCTIONS: Indicate items reviewed by placing "Action Required" box. If this form is used as a C should be initialed and dated as deficiencies are co or "no" answers, or fill in the blanks as indicated. Information can be placed in the Summary Statem	orrection Repo orrected. Ans If additional o	ort, the "Correct wer individual ite comments are ne	ion" box ems with "yes" ecessary, the

include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or

pencil, and the Summary can be handwritten if desired.

Type of Evaluation Suspense Date Formal Informal Correction Report Follow-up Required Comma Yes No by_ Date nder's Review Evaluated 🖂 Corrected 1. EMERGENCY INCIDENT MANAGEMENT (EIM) PLANNING Action Required a. Are Area employees familiar with various departmental publications which ⊠Yes provide for EIM planning? philosophy and policy for b. Does the Area commander have a clear understanding of the Department's ⊠Yes EIM as outlined in HPM 50.1 and HPM 50.5? (1) Is this philosophy conveyed to: ⊠Yes □No (a) Subordinates? ⊠Yes No (b) Public safety agencies? □No ⊠Yes (c) Emergency service providers? ⊠Yes □No c. Is an employee assigned to develop and routinely update EIM plans? □No ⊠Yes (1) Is the employee familiar with local resources and conditions? ⊠Yes □No (2) Is input obtained from uniformed and nonuniformed personnel? ⊠Yes □No (3) Is there adequate liaison with emergency response and support agencies? □No ⊠Yes d. Have emergency incident plans been evaluated? □No ⊠Yes (1) Do plans include command-specific information? ⊠Yes □No (2) Do plans contain a clear statement of their purpose and objectives? (a) Is there an assignment of responsibility commensurate with ⊠Yes □No appropriate authority? ⊠Yes □No (b) Are there checklists to assist in implementing the plans? ⊠Yes □No (c) Is there a method for notifying off-duty personnel?

(d) What methods are used for acquiring necessary supplies and equipment? The EAP lists specific required during a long-term incident and those companys which will be contacted for needed resources (i.e. v portable toilets, food and staging)	items which may b vater, repair, fans,	e lights,
(3) Do the plans refer to ICS and CHP and/or command-specific forms?	⊠Yes	□No
(4) Do the plans have information regarding communication and coordination with other Areas, allied agencies, Division and headquarters?	⊠Yes	□No
(5) Are there plans for hazard-specific incidents?	⊠Yes	□No
(a) Are there employee and property protection references in the command's EAP?	⊠Yes	□No
(b) Bomb incident procedures?	⊠Yes	□No
(c) Fires?	⊠Yes	□No
(d) Flood/dam failures?	⊠Yes	□No
(e) Radiation incidents?	⊠Yes	□No
(f) Earthquakes?	⊠Yes	□No
(g) Tsunamis/coastal storms?	⊠Yes	□No
(h) Civil unrest?	⊠Yes	□No
(i) Other Area-specific emergencies?	⊠Yes	□No
(6) Do plans have supporting annexes with the following information:		
(a) Emergency Response Center Operations?	⊠Yes	□No
(b) Mutual aid plans and MOU's developed between Area and other emergency service providers?	⊠Yes	□No
(c) Procedures for deployment of, and accounting for, personnel and material resources?	⊠Yes	□No
(d) 72-hour self-sufficient operation?	Yes	⊠No
(7) Does the need for each plan still exist?	⊠Yes	□No
(a) Are plans up-to-date and not in conflict with HPM 50.1 and HPM 50.5?	⊠Yes	□No
(b) Can plans be tested?	⊠Yes	□No
(c) Are they current?	⊠Yes	□No
(d) Do they work?	⊠Yes	∏No
(8) Does the Area SOP contain guidelines for EIM?	⊠Yes	□No
(a) Is that portion of the SOP up-to-date and not in conflict with HPM 50.1, HPM 50.5 or local plans?	⊠Yes	□No

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EMERGENCY INCIDENT MANAGEMENT PLANNING

2. TRAINING	Evaluated	\boxtimes	Action Required	Corrected		
a. Is there an awareness of local training requirement	nts?		⊠Yes □No	**		
b. Have required employees been trained to initiate and use ICS in emergencies? ⊠Yes □No						
(1) Have other Area employees received familiariz	ation training in	ICS?	⊠Yes □No			
(2) Do Area personnel understand their responsible and their role in mission acceptance?	lities as inciden	t commande	rs ⊠Yes □No			
(3) Have managers, supervisors and OICs been tra	ined in the use	of HPG 50.3	3?⊠Yes □ No			
(4) Is 50.3 readily available?			Xes No			
(5) Are managers and supervisors familiar with va	rious ICS forms	and their u	se? 🖂 Yes 🔲 No			
(6) Does the Area have a roster of employees who training or possess special emergency-related skill		specialized	F	⊠ Yes	□No	
(7) Have employees been provided with annual tra required by HPM 70.13?	ining in hazardo	ous material:	3	⊠ Yes	□No	
(a) Are the records of required training current?					☐ No	
c. Are Area personnel trained to drive and operate d	epartmental EIM	1Vs?		Yes	□No	
(1) Is there a list of trained drivers/operators in the emergency plan or SOP?				⊠ Yes	□No	
d. Has interagency training pertaining to EIM been conducted?				⊠ Yes	□No	
(1) Do Area personnel attend and participate in meetings of public safety agencies and emergency service providers to explain the Department's role in EIM?					□ No	
(2) Have public safety agencies and emergency se Area training to discuss their role?	rvice providers	attended		⊠ Yes	□ No	
(3) Do personnel participate in exercises with the	e agencies/EMS	S providers?		⊠ Yes	☐ No	
(4) Are exercise critiques conducted and feedback	given to all par	ticipants?		⊠ Yes	□No	
3. RELATIONSHIPS WITH ALLIED AGENCIES	Evaluated	\boxtimes	Action Required	Corrected		
a. Does commander regularly confer with judges, pro	secutors, public	c defenders?		⊠ Yes	☐ No	
(1) Does he/she maintain a working relationship w state/county traffic engineers and highway department		's offices, p	olice	departments, Yes	□ No	
(2) Does he/she maintain a working relationship with County and Regional State Services personnel?				Office of Emerg X Yes	ency No	
(3) Is the commander a member of emergency org.	anizations?			∑ Yes	☐ No	
b. Does the commander encourage Area lieutenants good working relationships with their counterparts in				⊠ Yes	□ No	
(1) Are lieutenants and sergeants members of eme organizations or councils?	rgency-related	committees,		⊠ Yes	□ No	

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EMERGENCY INCIDENT MANAGEMENT PLANNING

(2) Have Area personnel met with allied agency p aid contingency planning?	ersonnel to con	duct mutual		⊠ Yes	□ No
c. Has the command developed written emergency i effective use of departmental personnel and materia responses to emergency incidents?				⊠ Yes	∏No
(1) Are those plans in accordance with HPM 50.1 and HPM 50.5?				∠ Yes	No
(2) Were the plans developed in coordination with have EIM responsibility?	allied agencies	who		⊠ Yes	□No
(3) Are existing plans current?				⊠ Yes	☐ No
(4) Do plans provide for adequate supervision?				⊠ Yes	□ No
(5) Do plans conform to CHP policy?				⊠ Yes	☐ No
(6) Has the command developed a written EAP in	accordance wit	h HPM 50.1	?	⊠ Yes	☐ No
4. REPORTING PROCEDURES	Evaluated	\boxtimes	Action Required	Corrected	
a. Are reporting and documentation requirements for by the Area commander, managers and supervisors?	emergency inc	idents unde	rstood	⊠ Yes	□ No
(1) Are unusual occurrences reported per GO 100.	80?			⊠ Yes	☐ No
(2) Are major state route closures reported per GO 100.46?				⊠ Yes	☐ No
(3) Hazardous material spills and releases reported per HPM 84.2?				⊠ Yes	☐ No
(a) Are Hazardous material incident reports (CF	IP 407E) prepar	ed?		☐ Yes	⊠ No
(b) Are there written procedures for reporting s dumping of hazardous material to the County B and the County Health Officer?				⊠ Yes	□ No
5. EMERGENCY INCIDENT RESPONSES	Evaluated	\boxtimes	Action Required	Corrected	
a. List problems Area experienced in exercising EIM.					
1) Video downlink between RRV5 and EOC. 2) Ban	dwith capabiliti	es related t	o the satellite communicat	ion of RRV5.	
(1) Has follow-up investigation been conducted to	prevent recurre	nces?		⊠ Yes	□ No
(a) Is the investigation forwarded through the chain-of-command?				□ No	
(b) Are problems corrected and appropriate cha	nges made to A	rea plans?		Yes	⊠ No
(c) Are corrected actions taken, documented an chain-of-command?	d forwarded th	rough the	×	⊠ Yes	□ No
(2) Have there been repeated problems with specif	ic individuals or	agencies?		☐ Yes	⊠ No
(a) Has the Area commander made reasonable e	fforts to resolv	e the issues	?	⊠ Yes	□ No

(b) If not resolved, has the Division Chief been notified as required?	Yes Yes	☐ No
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COMMENTS

- 1. LACC has been working in conjunction with Headquarters telecom section to develop over (30) Memorandums of Understanding (MOU) with allied agencies and other first responders concerning emergency incident management/radio interoperability at emergency incidents.
- 2. LACC working in conjunction with the Department of Transportation (CALTRANS) has developed a site specific tsunami Contra-Flow plan concerning the emergency incident management of traffic.
- 3. LACC is in the process of updating the Southern Division EOC manuals.
- 4. LACC is in the process of re-configuring the EOC operations floor.
- 5. LACC is continuing its on-going efforts with allied agencies concerning the 9-1-1 phone system.
- 6. LACC presently meets regularly with allied agencies and other first responder agencies concerning radio interoperability at emergency incidents involving local, state and federal agencies. The Commander, Lieutenant and Sergeant actively participate on several committees were mutual aid plans are discussed at all levels.
- 7. LACC continues to conduct weekly radio interoperability testing with the Los Angeles County Sheriff's Department, ensuring emergency procedures are in place and personnel are responding appropriately.
- 8. The Rapid Response Vehicle has responded on several occasions to assist the local areas at incidents and has taken part in several training exercises with allied agencies and the United States Army, Marines and Airforce.
- 9. TMC personnel in accordance with Southern Division notification procedures, continues to notify Southern Division Management and Area Command Staff personnel of both emergency incidents and possible developing emergency incidents.

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
AREA MANAGEMENT EVALUATION
EMERGENCY INCIDENT MANAGEMENT PLANNING

CHP 453R (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Commercial Unit	Southern	510
EVALUATED BY		DATE
Sergeant Jeff Loftin		04/18/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EV	ALUATION nal Evaluation	☑ Informal Evaluation	SUSPENSE DATE		
FOLLOW-UF		Correction Report	COMMANDER'S REVIEW ASSOCIATION	- DATE 4/1	8/08
1. EME	RGENCY INCID	ENT MANAGEMENT (EIM) PLANNING	EVALUATED ACTION Yes No	REQUIRED CORRECTED	
a. Ar	e Area employe	es familiar with various departmental pub	lications which provide for EIM plant	ning? 🗸 Yes	□ No
as	outlined in HPN	mmander have a clear understanding of t M 50.1, Emergency Incident Management Planning and Operations Manual?			□ No
(1)) Is this philoso	phy conveyed to:			
	(a) Subordin	ates.		☑ Yes	□ No
	(b) Public sa	fety agencies.		□ ☑ Yes	☐ No
	(c) Emergen	cy service providers.		☑ Yes	☐ No
c. is:	an employee as	signed to develop and routinely update E	IM plans?	☑ Yes	☐ No
(1)	is the employe	ee familiar with local resources and condi	tions?	☐ Yes	□ No
(2)	ls input obtain	ed from uniformed and nonuniformed per	rsonnel?	☐ Yes	☐ No
(3)	Is there adequ	uate liaison with emergency response and	support agencies?	☐ Yes	☐ No
d. Ha	ve emergency i	ncident plans been evaluated?		☐ Yes	☑ No
(1)	Do plans inclu	de command-specific information?	# A TOTAL CONT. THE CONT. THE CONT.	☐ Yes	☐ No
(2)	Do plans cont	ain a clear statement of their purpose and	d objectives?	☐ Yes	☐ No
	(a) is there a	n assignment of responsibility commensu	rate with appropriate authority?	☐ Yes	☐ No
	(b) Are there	checklists to assist in implementing the p	olans?	☐ Yes	☐ No
	(c) Is there a	method for notifying off-duty personnel?		☐ Yes	□ No
	(d) What met	thods are used for acquiring necessary st	upplies and equipment?	INC. AST STORE	
(3)	Do the plans re	efer to ICS and CHP and/or command-sp	ecific forms?	☐ Yes	□ No
(4)		ave information regarding communication and headquarters?	n and coordination with other Areas,	allied	□No
(5)	Are there plans	s for hazard-specific incidents?		☐ Yes	∏ No
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(3) Have	e managers, supervisors, and OICs been trained in the use of HPG 50.3, Emergency Incident	Guide? 🕢 Yes	☐ No	
acce	Area personnel understand their responsibilities as incident commanders and their role in missi eptance?	√ Yes	□ No	
	e other Area employees received familiarization training in ICS?	∵ Yes	□ No	
~~~	quired employees been trained to initiate, maintain and use ICS in Area emergencies?	✓ Yes	No No	
A**-	an awareness of local training requirements?	✓ Yes	□ No	
2. TRAINING	EVALUATED ACTION REQUIRED Yes No			
(a)	Is that portion of the SOP up-to-date and not in conflict with HPM 50.1, Emergency Incident Management Planning and Operations Manual, HPM 50.5, Civil Disturbance Planning and Operations Manual, or local plans?	☐ Yes	□ No	
(8) Doe	es the Area SOP contain guidelines for EIM?	☐ Yes	☐ No	
(d)	Do they work?	[] Yes	□ No	
(¢)	Are they current?	☐ Yes	□No	
(b)	Can plans be tested?	☐ Yes	☐ No	
(a)	Are plans up-to-date and not in conflict with HPM 50.1, Emergency Incident Management Plan and Operations Manual, and HPM 50.5, Civil Disturbance Planning and Operations Manual?	nning	□ No	
(7) Do	(7) Does the need for each plan still exists?			
(d)	72-hour self-sufficient operation.	Yes	□ No	
(c)	Procedures for deployment of, and accounting for, personnel and material resources.	☐ Yes	□ No	
(b)	Mutual aid plans and MOU's developed between Area and other emergency service providers	s. 🗌 Yes	□ No	
(a)	Emergency Response Center Operations.	.□ Yes	□ No	
*********	plans have supporting annexes with the following information:			
(k)	For Areas with airports, an EOP for airliner crash, fire, and other emergency procedures is re-		□ No	
0	Terrorist attacks on probable targets within an Area.	☐ Yes	□ No	
(i)	Other Area-specific emergencies.	Yes	☐ No	
(h)	1900	Yes	□ No	
(g)		☐ Yes	□ No	
(f)		Yes	□ No	
(e)			□ No	
	) Fires. ) Flood/dam failures.	· Yes	□ No	
	) Bomb incident procedures.	☐ Yes	□ No	
	Are there employee and property protection references in the command's EAP?	Yes	No No	
	w. 440) OF 1403			

### AREA MANAGEMENT EVALUATION

### EMERGENCY INCIDENT MANAGEMENT PLANNING

(5	Are managers and supervisors familiar with various ICS forms and their use?	☑ Yes	☐ No
(6	Does the Area have a roster of employees who have received specialized training or possess special emergency-related skills?	√ Yes	☐ No
(7	Have employees been provided with annual training in hazardous materials required by HPM 70.13, Departmental Training Manual?	☑ Yes	□ No
	(a) Are the records of required training current?	☑ Yes	□ No
ç, H:	as interagency training pertaining to EIM been conducted?	☑ Yes	☐ No
(1	Do area personnel attend and participate in meetings of public safety agencies and emergency service providers to explain the Department's role in EIM?	√ Yes	☐ No
(2	Have public safety agencies and emergency service providers attended Area training to discuss their role?	☑ Yes	□ No
· (3)	Do Area personnel participate in exercises with these agencies and EMS providers?	√ Yes	☐ No
(4)		√ Yes	□ No
3 RELA	TIONSHIPS WITH ALLIED AGENCIES EVALUATED Yes ACTION REQUIRED NO	CORRECTED	
	res the commander maintain a working relationship with personnel from local sheriff's offices, police partments, state and county traffic engineers and highway department personnel?	☑ Yes	□ No
(1)	Does he/she maintain a working relationship with county and regional state Office of Emergency Services personnel?	√ Yes	□ No
(2)	Is the commander a member of emergency organizations?	☑ Yes	☐ No
	es the commander encourage Area lieutenants and supervisors to establish good working relationships h their counterparts in allied agencies?	☑ Yes	☐ No
(1)	Are lieutenants and sergeants members of emergency-related committees, organizations, or councils?	☑ Yes	☐ No
(2)	Have Area personnel met with allied agency personnel to conduct mutual aid contingency planning?	☑ Yes	□ No
	s the command developed written emergency incident plans to provide for effective use of departmental sonnel and material resources in multi-agency responses to emergency incidents?	☐ Yes	☑ No
(1)	Are those plans in accordance with HPM 50.1, Emergency Incident Management Planning and Operations Manual, and HPM 50.5, Civil Disturbance Planning and Operations Manual?	☐ Yes	□ No
(2)	Were the plans developed in coordination with allied agencies who have EIM responsibility?	☐ Yes	□ No
(3)	Are existing plans current?	⁻∐ Yes	□ No
(4)	Do plans provide for adequate supervision?	☐ Yes	□ No
(5)	Do plans conform to CHP policy?	Yes	.□ No
(6)	Has the command developed a written EAP in accordance with HPM 50.1, Emergency Incident Management Planning and Operations Manual?	☐ Y.es	□ No
REPOR	TING PROCEDURES EVALUATED ACTION REQUIRED NO	CORRECTED	· · · · · · · · · · · · · · · · · · ·
	reporting and documentation requirements for emergency incidents understood by the Area commander, nagers, and supervisors?	☑ Yes	∐ No
(1)	Are unusual occurrences reported per GO 100.80, Report of Unusual Occurrence?	☑ Yes	□ No
HP 453R (Rr:	/ G-Oii) Paga 3 Destroy Previous Editions	<del></del> 2 (3)	¢453r00G (rp

#### AREA MANAGEMENT EVALUATION

### **EMERGENCY INCIDENT MANAGEMENT PLANNING**

CHP	453R	(Rev	2. 6-06) OPI 009		·	
	(2)	Are	e major state route closures reported per GO 100.46, Reporting of Highway Co	nditions?	☑ Yes	□ No
	(3)	(3) Hazardous material spills and releases reported per HPM 84.2, Hazardous Materials Transportation and Incident Management Manual?		☑ Yes	□ No	
		3) Hazardous material spills and releases reported per HPM 84.2, Hazardous Materials Transportation and Incident Management Manual?  (a) Are Hazardous material incident reports (CHP 407E) prepared?  (b) Are there written procedures for reporting spills, releases, and dumping of hazardous material to the County Board of Supervisors and the County Health Officer?  EVALUATED Yes  ACTION REQUIRED  Yes  1) Has follow-up investigation been conducted to prevent recurrences of problems?  (a) Is the investigation forwarded through the chain-of-command?  (b) Are problems corrected and appropriate changes made to Area plans?  (c) Are corrected actions taken, documented, and forwarded through the chain-of-command?	☑ Yes	□ No		
		(b)		zardous material to	. 🗹 Yes	∵ No
5. E	VIER	GEN	CY INCIDENT RESPONSES	ACTION REQUIRED	CORRECTED	
a.	List	pro	blems Area experienced in exercising EIM. None,			
			11/	G	i2	* _*
	(1)	Has	s follow-up investigation been conducted to prevent recurrences of problems?		☐ Yes	☐ No
		(a)	Is the investigation forwarded through the chain-of-command?		☐ Yes	☐ No
	¥ ##	(b)	Are problems corrected and appropriate changes made to Area plans?		☐ Yes	□ No
		(c)	Are corrected actions taken, documented, and forwarded through the chain-	f-command?	☐ Yes	□ No
	(2)	Hav	ve there been repeated problems with specific individuals or agencies?		☐ Yes	☑ No
		(a)	Has the Area commander made reasonable efforts to resolve the issues?	****	☐ Yes	☐ No
1.* <del></del>		(b)	If not resolved, has the Division chief been notified as required?		. 🗌 Yes	☐ No

Emergency Action Plan is completed by ISU who is in charge of building maintanence. Individual Areas complete their own Emergency Incident Plan and our unit assists those Areas as needed according to their plan. The Commercial Unit also trains the Southern Division personnel in the implementation of the ICS.

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### AREA MANAGEMENT EVALUATION EMERGENCY INCIDENT MANAGEMENT PLANNING

CHP 453R (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
East Los Angeles	Southern	535
East Los Angeles Southern EVALUATED BY Sergeant C. K. Johnson, #13637		DATE
		04/21/2008

RUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

form can be completed in pen of pencil, and the Supplement c	all be handwrittern i desired.		
TYPE OF EVALUATION	SUSPENSE DATE		
Formal Evaluation  Informal Evaluation	04/01/2008 COMMANDER'S REVIEW	DATE	
☐ Correction Report ☐ Yes ☑ No BY	- Oly Operos 1+	4/23	12008
1. EMERGENCY INCIDENT MANAGEMENT (EIM) PLANNING	4/21/08 ACTION REQUIRED	CORRECTED	
a. Are Area employees familiar with various departmental publications	ations which provide for EIM planning?	√ Yes	☐ No
b. Does the Area commander have a clear understanding of the as outlined in HPM 50.1, Emergency Incident Management Pl Civil Disturbance Planning and Operations Manual?		☑ Yes	□ No
(1) Is this philosophy conveyed to:			
(a) Subordinates.		☑ Yes	☐ No
(b) Public safety agencies.		√ Yes	☐ No
(c) Emergency service providers.		√ Yes	☐ No
Is an employee assigned to develop and routinely update EIM	plans?	☑ Yes	☐ No
(1) Is the employee familiar with local resources and condition	ns?	√ Yes	☐ No
(2) Is input obtained from uniformed and nonuniformed perso	nnel?	☑ Yes	☐ No
(3) Is there adequate liaison with emergency response and so	upport agencies?	√ Yes	☐ No
d. Have emergency incident plans been evaluated?		√ Yes	☐ No
(1) Do plans include command-specific information?		☑ Yes	☐ No
(2) Do plans contain a clear statement of their purpose and o	bjectives?	✓ Yes	☐ No
(a) Is there an assignment of responsibility commensura	te with appropriate authority?	✓ Yes	☐ No
(b) Are there checklists to assist in implementing the plan	ns?	✓ Yes	☐ No
(c) Is there a method for notifying off-duty personnel?		√ Yes	☐ No
(d) What methods are used for acquiring necessary supp	plies and equipment? Area supplies are	evaluated quart	erly and
orders placed accordingly. Division overstock and su	applies are kept at the East Los Angeles Area in	ı locked contair	ners at the
reat of the property. Supplies are adequate for 72 hou	urs of emergency operations.		
(3) Do the plans refer to ICS and CHP and/or command-spec	ific forms?	☑ Yes	☐ No
(4) Do the plans have information regarding communication a agencies, Division and headquarters?	and coordination with other Areas, allied	√ Yes	☐ No
(5) Are there plans for hazard-specific incidents?		☑ Yes	☐ No

### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

_	453R (Re	v. 6-06) OPI 009				
	(a)	Are there employee and property protection re	ferences in the command's EA	P?	☑ Yes	☐ No
	(b)	Bomb incident procedures.			☑ Yes	☐ No
	(c)	Fires.			☑ Yes	☐ No
	(d)	Flood/dam failures.			☑ Yes	☐ No
	(e)	Radiation incidents.			√ Yes	☐ No
	(f)	Earthquakes.			√ Yes	☐ No
	(g)	Tsunamis/coastal storms.			☐ Yes	☑ No
	(h)	Civil unrest.			√ Yes	☐ No
	(i)	Other Area-specific emergencies.			√ Yes	☐ No
_	(j)	Terrorist attacks on probable targets within an A	Area.		☑ Yes	☐ No
	(k)	For Areas with airports, an EOP for airliner cra	sh, fire, and other emergency p	procedures is required.	Yes	☑ No
	(6) Do	plans have supporting annexes with the following	ng information:			
	(a)	Emergency Response Center Operations.			☑ Yes	☐ No
	(b)	Mutual aid plans and MOU's developed between	en Area and other emergency s	service providers.	☐ Yes	☑ No
	(c)	Procedures for deployment of, and accounting	for, personnel and material res	sources.	✓ Yes	☐ No
	(d)	72-hour self-sufficient operation.			√ Yes	☐ No
	(7) Do	es the need for each plan still exists?			☑ Yes	☐ No
	(a)	Are plans up-to-date and not in conflict with HF and Operations Manual, and HPM 50.5, Civil D			☑ Yes	☐ No
	(b)	Can plans be tested?			√ Yes	☐ No
	(c)	Are they current?			✓ Yes	☐ No
	(d)	Do they work?			√ Yes	☐ No
	(8) Do	es the Area SOP contain guidelines for EIM?			☑ Yes	☐ No
	(a)	Is that portion of the SOP up-to-date and not in Management Planning and Operations Manual Operations Manual, or local plans?			☑ Yes	☐ No
. TF	AINING	Operations Manual, or local plans:	evaluated 4/21/08	ACTION REQUIRED	CORRECTED	
	a. Is there an awareness of local training requirements?				☑ Yes	☐ No
a.	is there	b. Have required employees been trained to initiate, maintain and use ICS in Area emergencies?				
			ain and use ICS in Area emerg	jencies?	√ Yes	□ No
	Have re			encies?	√ Yes   √ Yes	□ No
	Have re (1) Hav (2) Do	quired employees been trained to initiate, maint	training in ICS?			
	Have re (1) Hav (2) Do acc	quired employees been trained to initiate, maintive other Area employees received familiarization  Area personnel understand their responsibilities	n training in ICS? as incident commanders and	their role in mission	√ Yes	□ No

CHP	453R	(Rev. 6-06) OPI 009					
	(5)	Are managers and supervisors familiar with various lo	CS forms ar	nd their use?		√ Yes	☐ No
	(6)	Does the Area have a roster of employees who have emergency-related skills?	received sp	pecialized training o	r possess special	☑ Yes	☐ No
	(7)	Have employees been provided with annual training in Departmental Training Manual?	in hazardou	s materials required	d by HPM 70.13,	☑ Yes	☐ No
		(a) Are the records of required training current?		☐ No			
C	<ul> <li>c. Has interagency training pertaining to EIM been conducted?</li> <li>(1) Do area personnel attend and participate in meetings of public safety agencies and emergency service providers to explain the Department's role in EIM?</li> </ul>					✓ Yes	☐ No
						☑ Yes	□No
	(2)	Have public safety agencies and emergency service role?	providers at	ttended Area trainir	ng to discuss their	☑ Yes	☐ No
	(3)	Do Area personnel participate in exercises with these	e agencies a	and EMS providers	?	√ Yes	☐ No
	(4)	Are exercise critiques conducted and feedback given	to all partic	cipants?		☑ Yes	□No
). F	RELAT	TIONSHIPS WITH ALLIED AGENCIES		UATED 1/08	ACTION REQUIRED	CORRECTED	
а		es the commander maintain a working relationship with partments, state and county traffic engineers and highv	•		offices, police	☑ Yes	☐ No
	(1)	Does he/she maintain a working relationship with cou Services personnel?	unty and reg	jional state Office o	f Emergency	☑ Yes	☐ No
	(2)	Is the commander a member of emergency organizat	tions?			Yes	☑ No
b		es the commander encourage Area lieutenants and su h their counterparts in allied agencies?	ipervisors to	establish good wo	rking relationships	☑ Yes	☐ No
	(1)	Are lieutenants and sergeants members of emergence	cy-related co	ommittees, organiz	ations, or councils?	√ Yes	☐ No
	(2)	Have Area personnel met with allied agency personn	el to condu	ct mutual aid contin	gency planning?	☑ Yes	☐ No
С		s the command developed written emergency incident sonnel and material resources in multi-agency respons			se of departmental	☑ Yes	☐ No
	(1)	Are those plans in accordance with HPM 50.1, Emergoperations Manual, and HPM 50.5, Civil Disturbance				√ Yes	□ No
	(2)	Were the plans developed in coordination with allied	agencies w	ho have EIM respo	nsibility?	√ Yes	☐ No
	(3)	Are existing plans current?				√ Yes	☐ No
	(4)	Do plans provide for adequate supervision?				√ Yes	☐ No
	(5)	(5) Do plans conform to CHP policy?					
	(6)	Has the command developed a written EAP in accord Management Planning and Operations Manual?	dance with h	HPM 50.1, Emerger	ncy Incident	✓ Yes	☐ No
R	EPOF	RTING PROCEDURES		UATED 1/08	ACTION REQUIRED	CORRECTED	
		Are reporting and documentation requirements for emergency incidents understood by the Area commander, managers, and supervisors?					☐ No
	(1)	Are unusual occurrences reported per GO 100.80, Re	eport of Uni	usual Occurrence?		√ Yes	☐ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

EMERGENCY INCIDENT MANAGEMENT PLANNING
CHP 453R (Rev. 6-06) OPI 009

. (2)	Are major state route closures reported per GO 100	.46, Reporting of Highway	y Conditions?	√ Yes	□No
(3)	Hazardous material spills and releases reported per Incident Management Manual?	r HPM 84.2, Hazardous M	laterials Transportation and	√ Yes	☐ No
	(a) Are Hazardous material incident reports (CHP	407E) prepared?		√ Yes	□ No
	(b) Are there written procedures for reporting spills the County Board of Supervisors and the County		of hazardous material to	√ Yes	☐ No
5. EMER	GENCY INCIDENT RESPONSES	4/21/08	ACTION REQUIRED	CORRECTED	
a. Lis	t problems Area experienced in exercising EIM.	Communications between	een CHP and other emerger	ncy agencies.	
(1)	Has follow-up investigation been conducted to preven	ent recurrences of probler	ms?	✓ Yes	No
	(a) Is the investigation forwarded through the chair	n-of-command?		√ Yes	☐ No
	(b) Are problems corrected and appropriate chang	es made to Area plans?		☑ Yes	☐ No
	(c) Are corrected actions taken, documented, and	forwarded through the ch	ain-of-command?	☑ Yes	☐ No
(2)	Have there been repeated problems with specific in-	dividuals or agencies?		☐ Yes	☑ No
	(a) Has the Area commander made reasonable eff	orts to resolve the issues	? N/A	Yes	☐ No
	(b) If not resolved, has the Division chief been noti	fied as required?	N/A	Yes	☐ No

### AREA MANAGEMENT EVALUATION EMERGENCY INCIDENT MANAGEMENT PLANNING

CHP 453R (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER	
CLA / 590	Southern		
EVALUATED BY		DATE	
Lt. L. Wilson		04/16/2008	

TRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

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TYPE OF EVALUATION  Formal Evaluation	on ☑ Informal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	Correction Report	COMMANDERS SEVIEW		DATE	1.
☑ Yes □ No	_	(4)	1116	4/16	108
<del></del>		EVALUATED	ACTION REQUIRED	CORRECTED	
1. EMERGENCY IN	CIDENT MANAGEMENT (EIM) PLANNING	Yes	Yes		
a. Are Area emp	oyees familiar with various departmental pub	olications which provide fo	or EIM planning?	☑ Yes	☐ No
	commander have a clear understanding of t HPM 50.1, Emergency Incident Management				
	ice Planning and Operations Manual?	trialiffing Operations Ma	and the Wildows,	✓ Yes	☐ No
(1) Is this phi	osophy conveyed to:				
(a) Subc	rdinates.			√ Yes	☐ No
(b) Publi	c safety agencies.			√ Yes	☐ No
(c) Emer	gency service providers.			√ Yes	☐ No
Is an employe	e assigned to develop and routinely update E	EIM plans?		√ Yes	☐ No
(1) Is the emp	oloyee familiar with local resources and cond	litions?		☑ Yes	☐ No
(2) Is input of	tained from uniformed and nonuniformed pe	ersonnel?		√ Yes	□ No
(3) Is there a	dequate liaison with emergency response and	d support agencies?		☑ Yes	☐ No
d. Have emerger	cy incident plans been evaluated?		770	✓ Yes	☐ No
(1) Do plans i	nclude command-specific information?			✓ Yes	□ No
(2) Do plans	contain a clear statement of their purpose an	d objectives?	10-15/02/1-10-11-10-11-10-11-1	 ✓ Yes	□ No
	re an assignment of responsibility commens		thority?	✓ Yes	☐ No
	here checklists to assist in implementing the			✓ Yes	□ No
	re a method for notifying off-duty personnel?		311111111111111111111111111111111111111	✓ Yes	   No
	methods are used for acquiring necessary s	1000	The EAP contains		
	ers and list of resources to contact during an		THE EAST CONTAINE		рионе
	ers and list of resources to contact during an	emergency situation.	e-11111-112 122		
/3) Do the pla	as refer to ICS and CUD and/or command an	nacific forms?	and the second	✓ Yes	□No
	ns refer to ICS and CHP and/or command-sp		Alexan Areas - III - d		
	ns have information regarding communicatio Division and headquarters?	on and coordination with c	other Areas, allied	✓ Yes	☐ No
(5) Are there	plans for hazard-specific incidents?			☑ Yes	☐ No
	mery De Collins de la collins	A 202-40			

### AREA MANAGEMENT EVALUATION

### **EMERGENCY INCIDENT MANAGEMENT PLANNING**

C	HР	453R	(Rev	. 6-06) OPI 009					
			(a)	Are there employee and property protection references	in the comman	d's EAP	?	☑ Yes	☐ No
-			(b)	Bomb incident procedures.				☑ Yes	☐ No
			(c)	Fires.				☑ Yes	☐ No
			(d)	Flood/dam failures.				☑ Yes	☐ No
			(e)	Radiation incidents.				☐ Yes	☑ No
			(f)	Earthquakes.				√ Yes	☐ No
			(g)	Tsunamis/coastal storms.				☐ Yes	☑ No
			(h)	Civil unrest.				☑ Yes	☐ No
			(i)	Other Area-specific emergencies.				☑ Yes	☐ No
			(j)	Terrorist attacks on probable targets within an Area.				✓ Yes	□ No
			(k)	For Areas with airports, an EOP for airliner crash, fire,	and other emerg	ency pr	ocedures is required.	Yes	□ No
		(6)	Do	plans have supporting annexes with the following inform	ation:		wo Acute		
			(a)	Emergency Response Center Operations.				☑ Yes	□ No
			(b)	Mutual aid plans and MOU's developed between Area	and other emerg	ency se	rvice providers.	✓ Yes	□ No
		(c) Procedures for deployment of, and accounting for, personnel and material resources.					✓ Yes	□ No	
		<u> </u>	(d)	72-hour self-sufficient operation.				√ Yes	□ No
		(7)	Doe	es the need for each plan still exists?				☑ Yes	□ No
			(a)	Are plans up-to-date and not in conflict with HPM 50.1, and Operations Manual, and HPM 50.5, Civil Disturban				☐ Yes	☑ No
			(b)	Can plans be tested?				√ Yes	☐ No
			(c)	Are they current?				☐ Yes	☑ No
		2/2-11	(d)	Do they work?				✓ Yes	□No
		(8)	Doe	s the Area SOP contain guidelines for EIM?		111-1-10		☐ Yes	☑ No
			(a)	Is that portion of the SOP up-to-date and not in conflict Management Planning and Operations Manual, HPM 5 Operations Manual, or local plans?			anning and	Yes	□ No
2.	TR	AINI	NG		Yes		Yes	CORRECTED	
0.0011	a.	ls th	ere a	an awareness of local training requirements?				☑ Yes	☐ No
	b.	Hav	е гес	ruired employees been trained to initiate, maintain and e	use ICS in Area	emerge	ncies?	√Yes	□No
		(1)	Hav	e other Area employees received familiarization training	in ICS?		H-	√ Yes	□ No
				Area personnel understand their responsibilities as incideptance?	ent commanders	and th	eir role in mission	☑ Yes	□No
	1	(3)	Have	e managers, supervisors, and OICs been trained in the	use of HPG 50.3	, Emerg	gency Incident Guide?	√ Yes	☐ No
		(4)	ls HI	PG 50.3, Emergency Incident Guide, readily available?				√ Yes	□ No
-									

### AREA MANAGEMENT EVALUATION

### **EMERGENCY INCIDENT MANAGEMENT PLANNING**

	11 1001	(11ev: 0-00) C1 1 009					
_	(5)	Are managers and supervisors familiar with various ICS for	ms and their use?		☑ Yes	☐ No	
=	(6)	Does the Area have a roster of employees who have receive emergency-related skills?	ved specialized training of	or possess special	Yes	☑ No	
-2760	(7)	<b></b> ✓ Yes	□ No				
		(a) Are the records of required training current?					
	c. Ha	s interagency training pertaining to EIM been conducted?	0.000,000,000,000		☐ Yes	☑ No	
	(1)	Do area personnel attend and participate in meetings of pul providers to explain the Department's role in EIM?	blic safety agencies and	emergency service	Yes	<b>☑</b> No	
	(2)	Have public safety agencies and emergency service provid- role?	ers attended Area trainir	ng to discuss their	☐ Yes	<b>☑</b> No	
	(3)	Do Area personnel participate in exercises with these agent	cies and EMS providers	?	☐ Yes	☑ No	
	(4)	Are exercise critiques conducted and feedback given to all	participants?		Yes	☑ No	
3.	RELAT	TIONSHIPS WITH ALLIED AGENCIES	Yes Yes	ACTION REQUIRED	CORRECTED		
		es the commander maintain a working relationship with personant ments, state and county traffic engineers and highway de		offices, police	☑ Yes	□No	
200	(1)	Does he/she maintain a working relationship with county an Services personnel?	d regional state Office o	f Emergency	☑ Yes	□No	
_	(2)	Is the commander a member of emergency organizations?			☑ Yes	☐ No	
-		es the commander encourage Area lieutenants and supervison their counterparts in allied agencies?	ors to establish good wo	rking relationships	<b>☑</b> Yes	□ No	
	(1)	Are lieutenants and sergeants members of emergency-relat	ted committees, organiz	ations, or councils?	☑ Yes	□No	
	(2)	Have Area personnel met with allied agency personnel to co	onduct mutual aid contir	gency planning?	☑ Yes	☐ No	
		the command developed written emergency incident plans to sonnel and material resources in multi-agency responses to		se of departmental	☑ Yes	□ No	
	(1)	Are those plans in accordance with HPM 50.1, Emergency I Operations Manual, and HPM 50.5, Civil Disturbance Planni			☑ Yes	☐ No	
	(2)	Were the plans developed in coordination with allied agenci	ies who have EIM respo	nsibility?	☑ Yes	☐ No	
	(3)	Are existing plans current?	*		☑ Yes	☐ No	
	(4)	Do plans provide for adequate supervision?		V	☑ Yes	□ No	
	(5)	Do plans conform to CHP policy?			√ Yes	☐ No	
	(6)	Has the command developed a written EAP in accordance was Management Planning and Operations Manual?	with HPM 50.1, Emerger	ncy Incident	☑ Yes	□ No	
4.	REPOR	TING PROCEDURES	Yes Yes	ACTION REQUIRED	CORRECTED		
		reporting and documentation requirements for emergency in lagers, and supervisors?	icidents understood by t	he Area commander,	☑ Yes	□ No	
	(1)	Are unusual occurrences reported per GO 100.80, Report o	f Unusual Occurrence?		☑ Yes	☐ No	
-							

### AREA MANAGEMENT EVALUATION

### **EMERGENCY INCIDENT MANAGEMENT PLANNING**

CHP 453R (Rev. 6-06) OPI 009

CHP 40	or (re	v. 6-06) OPI 009				
, h	(2) Ar	e major state route closures reported per GO 100.46, Re	porting of Highwa	y Conditions?	☑ Yes	☐ No
		azardous material spills and releases reported per HPM 8 cident Management Manual?	:4.2, Hazardous M	Materials Transportation and	J √Yes	☐ No
	(a)	Are Hazardous material incident reports (CHP 407E) p	repared?		√ Yes	☐ No
	(b)	Are there written procedures for reporting spills, releas the County Board of Supervisors and the County Healt		of hazardous material to	☑ Yes	☐ No
5. EMI	ERGEN	ICY INCIDENT RESPONSES	Yes Yes	ACTION REQUIRED	CORRECTED	
a. 1	List pro	oblems Area experienced in exercising EIM. To da	ate, Area has not o	experienced problems with	implementing E	IM. The
	Area ha	as a good relationship with its surrounding allied agencie	S.			
(	(1) Has follow-up investigation been conducted to prevent recurrences of problems?  (a) Is the investigation forwarded through the chain-of-command?				☐ Yes	□ No
					Yes	☐ No
	(b)	Are problems corrected and appropriate changes made	e to Area plans?	***************************************	Yes	☐ No
	(c)	Are corrected actions taken, documented, and forward	ed through the ch	ain-of-command?	☐ Yes	☐ No
(	2) Ha	ve there been repeated problems with specific individuals	s or agencies?	10.00,400	☐ Yes	☐ No
	(a)	Has the Area commander made reasonable efforts to r	esolve the issues	?	☐ Yes	☐ No
	(b)	If not resolved, has the Division chief been notified as r	equired?		Yes	☐ No
		os Angeles Area has completed the Area Management Evolosed areas in which minor corrections need to be made.		• ,	_	

1. The Area EAP is in need of being updated. It was last revised in June, 2005. The areas needing to be addressed are the updated rosters,

1. The Area EAP is in need of being updated. It was last revised in June, 2005. The areas needing to be addressed are the updated rosters emergency response lists, telephone numbers, diagraming emergency cut off switches and posting throughout the facility of the CHP 715, Emergency Protection Program.

2. The Area needs to have Public Safety Agencies attend Area training to discuss their roles and participate in exercises.

STATE OF CALIFORNIA ARFA DIVISION NUMBER DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION 541 Southern EVALUATED BY **EMERGENCY INCIDENT MANAGEMENT PLANNING** DATE CHP 453R (Rev. 6-06) OPI 009 Sgt. T. J. Kappen, #9568 03/27/2008 RUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. TYPE OF EVALUATION SUSPENSE DATE Formal Evaluation ✓ Informal Evaluation FOLLOW-UP REQUIRED COMMANDER'S REVIEW DATE Correction Report √ Yes No Acting Commander T. J. Kappen 04/07/2008 EVALUATED ACTION REQUIRED CORRECTED 1. EMERGENCY INCIDENT MANAGEMENT (EIM) PLANNING Yes Yes √ Yes a. Are Area employees familiar with various departmental publications which provide for EIM planning? □ No b. Does the Area commander have a clear understanding of the Department's philosophy and policy for EIM as outlined in HPM 50.1, Emergency Incident Management Planning Operations Manual, and HPM 50.5, Civil Disturbance Planning and Operations Manual? √ Yes No. (1) Is this philosophy conveyed to: (a) Subordinates. √ Yes ☐ No √ Yes No (b) Public safety agencies. √ Yes No (c) Emergency service providers. V Yes Is an employee assigned to develop and routinely update EIM plans? No (1) Is the employee familiar with local resources and conditions? V Yes □ No (2) Is input obtained from uniformed and nonuniformed personnel? √ Yes ☐ No Is there adequate liaison with emergency response and support agencies? V Yes No d. Have emergency incident plans been evaluated? √ Yes □ No √ Yes No (1) Do plans include command-specific information? √ Yes ☐ No (2) Do plans contain a clear statement of their purpose and objectives? √ Yes No (a) Is there an assignment of responsibility commensurate with appropriate authority?

necessary supplies or equipment may notify his supervisor. The supervisor will evaluate and include the supplies into the next

(b) Are there checklists to assist in implementing the plans?

Do the plans refer to ICS and CHP and/or command-specific forms?

(d) What methods are used for acquiring necessary supplies and equipment?

Do the plans have information regarding communication and coordination with other Areas, allied

(c) Is there a method for notifying off-duty personnel?

quarterly order if needed.

agencies, Division and headquarters?

(5) Are there plans for hazard-specific incidents?

V No

No

□ No

No

☐ No

Yes

√ Yes

V Yes

V Yes

√ Yes

Any employee identifying a need for

### AREA MANAGEMENT EVALUATION

### **EMERGENCY INCIDENT MANAGEMENT PLANNING**

	111 4	rook (	1101	0-00) OF 1 009				
			(a)	Are there employee and property protection reference	s in the command's EAP	?	√ Yes	☐ No
			(b)	Bomb incident procedures.			√ Yes	☐ No
			(c)	Fires.			√ Yes	☐ No
			(d)	Flood/dam failures.			√ Yes	☐ No
	(e) Radiation incidents.				Yes	☑ No		
			(f)	Earthquakes.			√ Yes	☐ No
			(g)	Tsunamis/coastal storms.			Yes	√ No
			(h)	Civil unrest.			√ Yes	☐ No
			(i)	Other Area-specific emergencies.			☑ Yes	☐ No
			(j)	Terrorist attacks on probable targets within an Area.			√ Yes	☐ No
			(k)	For Areas with airports, an EOP for airliner crash, fire,	and other emergency pro	ocedures is required	Yes	☐ No
		(6)	Do	plans have supporting annexes with the following inform	nation:			
			(a)	Emergency Response Center Operations.			√ Yes	☐ No
			(b)	Mutual aid plans and MOU's developed between Area	and other emergency se	rvice providers.	Yes	☑ No
			(c)	Procedures for deployment of, and accounting for, personal	sonnel and material reso	urces.	√ Yes	☐ No
			(d)	72-hour self-sufficient operation.			√ Yes	☐ No
		(7)	Doe	s the need for each plan still exists?			√ Yes	☐ No
			(a)	Are plans up-to-date and not in conflict with HPM 50.1, and Operations Manual, and HPM 50.5, Civil Disturban			Yes	☑ No
			(b)	Can plans be tested?			√ Yes	☐ No
			(c)	Are they current?			Yes	☑ No
			(d)	Do they work?			√ Yes	☐ No
		(8)	Doe	s the Area SOP contain guidelines for EIM?			√ Yes	□ No
				Is that portion of the SOP up-to-date and not in conflict Management Planning and Operations Manual, HPM 5 Operations Manual, or local plans?			√ Yes	☐ No
2.	TRA	AININ	IG		EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED	
	a.	Is the	ere a	an awareness of local training requirements?			√ Yes	☐ No
	b.	Have	req	uired employees been trained to initiate, maintain and u	use ICS in Area emerger	ncies?	√ Yes	No
		(1) H	lave	e other Area employees received familiarization training	in ICS?		√ Yes	∐ No
				rea personnel understand their responsibilities as incid ptance?	ent commanders and the	eir role in mission	√ Yes	☐ No
		(3) H	lave	e managers, supervisors, and OICs been trained in the	use of HPG 50.3, Emerg	ency Incident Guide?	√ Yes	☐ No
		(4)	s HF	PG 50.3, Emergency Incident Guide, readily available?			√ Yes	☐ No

### AREA MANAGEMENT EVALUATION

### **EMERGENCY INCIDENT MANAGEMENT PLANNING**

OHI	4001	(Nev. 0-00) OF1 003				
	(5)	Are managers and supervisors familiar with various ICS	forms and their use?		√ Yes	☐ No
	(6)	Does the Area have a roster of employees who have recemergency-related skills?	ceived specialized trai	ning or possess special	☐ Yes	☑ No
	(7)	Have employees been provided with annual training in h Departmental Training Manual?	nazardous materials re	equired by HPM 70.13,	☑ Yes	☐ No
		(a) Are the records of required training current?			√ Yes	☐ No
С	На	s interagency training pertaining to EIM been conducted?	<del>-</del>		Yes	☑ No
	(1)	Do area personnel attend and participate in meetings of providers to explain the Department's role in EIM?	public safety agencie	s and emergency service	☐ Yes	☑ No
	(2)	Have public safety agencies and emergency service prorole?	viders attended Area	training to discuss their	Yes	☑ No
	(3)	Do Area personnel participate in exercises with these ag	gencies and EMS prov	iders?	Yes	☑ No
	(4)	Are exercise critiques conducted and feedback given to	all participants?		Yes	√ No
3. R	ELA1	TIONSHIPS WITH ALLIED AGENCIES	Yes	ACTION REQUIRED No	CORRECTED	
а		es the commander maintain a working relationship with per partments, state and county traffic engineers and highway			√ Yes	□No
	(1)	Does he/she maintain a working relationship with county Services personnel?	and regional state Of	fice of Emergency	☐ Yes	☑ No
	(2)	Is the commander a member of emergency organization	s?		√ Yes	☐ No
b.		es the commander encourage Area lieutenants and super n their counterparts in allied agencies?	visors to establish god	od working relationships	√ Yes	☐ No
	(1)	Are lieutenants and sergeants members of emergency-re	elated committees, or	ganizations, or councils?	Yes	☑ No
	(2)	Have Area personnel met with allied agency personnel to	o conduct mutual aid	contingency planning?	Yes	☑ No
C.		the command developed written emergency incident plan sonnel and material resources in multi-agency responses			√ Yes	☐ No
	(1)	Are those plans in accordance with HPM 50.1, Emergence Operations Manual, and HPM 50.5, Civil Disturbance Plants			√ Yes	☐ No
	(2)	Were the plans developed in coordination with allied age	ncies who have EIM	esponsibility?	Yes	☑ No
	(3)	Are existing plans current?			√ Yes	No
	(4)	Do plans provide for adequate supervision?			√ Yes	☐ No
	(5)	Do plans conform to CHP policy?			√ Yes	☐ No
		Has the command developed a written EAP in accordance Management Planning and Operations Manual?	ce with HPM 50.1, Em	ergency Incident	✓ Yes	□ No
ı. RI	POR	TING PROCEDURES	evaluated Yes	ACTION REQUIRED  No	CORRECTED	
		reporting and documentation requirements for emergency agers, and supervisors?	/ incidents understood	l by the Area commander	r, ☑ Yes	☐ No
	(1)	Are unusual occurrences reported per GO 100.80, Repor	t of Unusual Occurrer	ice?	√ Yes	☐ No

### AREA MANAGEMENT EVALUATION EMERGENCY INCIDENT MANAGEMENT PLANNING

	(2)	Are	e major state route closures reported per GO 100.46, Re	porting of Highwa	ay Conditions?	√ Yes	□No
	(3)		zardous material spills and releases reported per HPM 8 ident Management Manual?	34.2, Hazardous I	Materials Transportation and	d ☑ Yes	☐ No
		(a)	Are Hazardous material incident reports (CHP 407E) p	repared?		√ Yes	☐ No
		(b)	Are there written procedures for reporting spills, releas the County Board of Supervisors and the County Healt		of hazardous material to	√ Yes	□No
5. E	MER	GEN	CY INCIDENT RESPONSES	Yes Yes	ACTION REQUIRED No	CORRECTED	
а	a. List problems Area experienced in exercising EIM. None. There have been no problems implementing I					ng ICS or mitiga	ating any
	em	erger	ncy or hazardous materials incident. All of the followin	g are "Not Appli	cable".		
	(1)	Has	s follow-up investigation been conducted to prevent recu	rrences of proble	ems?	Yes	□ No
		(a)	Is the investigation forwarded through the chain-of-com	nmand?		☐ Yes	☐ No
		(b)	Are problems corrected and appropriate changes made	e to Area plans?		Yes	☐ No
		(c)	Are corrected actions taken, documented, and forward	ed through the ch	nain-of-command?	Yes	☐ No
	(2)	Hav	re there been repeated problems with specific individual	s or agencies?		Yes	☐ No
		(a)	Has the Area commander made reasonable efforts to r	esolve the issues	s?	Yes	☐ No
		(b)	If not resolved, has the Division chief been notified as r	equired?		Yes	[] No

### REA MANAGEMENT EVALUATION MERGENCY INCIDENT MANAGEMENT PLANNING

IP 453R (Rev. 6-06) OPI 009	

AREA	DIVISION	NUMBER
Antelope Valley	Southern	\$ 1000 S
EVALUATED BY		DATE
Sgt. T. Morris		03/11/2008

ICTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this print of used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer adividual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information an be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This print can be completed in pen or pencil, and the Supplement can be handwritten if desired.

'PE OF E	VALUATION		SUSPENSE DATE			
For	mal Evaluation 🗸	Informal Evaluation	04/01/2008			
LLOW-U ☑ Yes	P REQUIRED *	Correction Report	commander's review	Aenvgo Time It	3/24	108
EME	RGENCY INCIDENT	MANAGEMENT (EIM) PLANNING	EVALUATED Yes	ACTION REQUIRED Yes	CORRECTED	
a. A	re Area employees fa	miliar with various departmental publication	ations which provide for E	IM planning?	☑ Yes	☐ No
а	s outlined in HPM 50.	nder have a clear understanding of the 1, Emergency Incident Management Pl ing and Operations Manual?			☑ Yes	□ No
(1	) Is this philosophy of	conveyed to:				
	(a) Subordinates.				☑ Yes	☐ No
	(b) Public safety a	agencies.			☑ Yes	☐ No
	(c) Emergency se	rvice providers.			✓ Yes	☐ No
ι.	an employee assigne	ed to develop and routinely update EIM	plans?		Yes	√ No   ★
(1	) Is the employee fai	miliar with local resources and conditio	ns?		Yes	☐ No
(2	) Is input obtained from	om uniformed and nonuniformed perso	onnel?		Yes	☐ No
(3	) Is there adequate I	iaison with emergency response and s	upport agencies?		Yes	☐ No
d. H	ave emergency incide	nt plans been evaluated?			☑ Yes	☐ No
(1	) Do plans include co	ommand-specific information?			√ Yes	☐ No
(2	) Do plans contain a	clear statement of their purpose and o	bjectives?		☑ Yes	☐ No
	(a) Is there an ass	signment of responsibility commensura	te with appropriate author	rity?	☑ Yes	☐ No
	(b) Are there chec	klists to assist in implementing the pla	ns?		☑ Yes	☐ No
	(c) Is there a meth	nod for notifying off-duty personnel?			√ Yes	☐ No
	(d) What methods	are used for acquiring necessary supp	olies and equipment?	There are currently no	o plans in effe	ect for the
	acquisition of	supplies and equipment. See Notes on	Page 4. 🕌			
(0)				1		
(3)		o ICS and CHP and/or command-spec			✓ Yes	☐ No
(4) 	Do the plans have i agencies, Division a	nformation regarding communication a and headquarters?	and coordination with othe	r Areas, allied	☑ Yes	☐ No
(5)	Are there plans for	hazard-specific incidents?			✓ Yes	☐ No

### REA MANAGEMENT EVALUATION

### **MERGENCY INCIDENT MANAGEMENT PLANNING**

HP 453	3R (Rev	/. 6-06) OPI 009				
	(a)	Are there employee and property protection reference	s in the command's EAF	??	☑ Yes	□ No
-	(b)	Bomb incident procedures.			☑ Yes	☐ No
	(c)	Fires.			☑ Yes	☐ No
	(d)	Flood/dam failures.			☑ Yes	☐ No
	(e)	Radiation incidents.	WHO SOUTH IN SOUTH		√ Yes	☐ No
-	(f)	Earthquakes.	***************************************		√ Yes	□ No
	(g)	Tsunamis/coastal storms.		NIA	☐ Yes	☑ No
***************************************	(h)	Civil unrest.	MA Un Assignment Committee	TO DAY HILL	✓ Yes	☐ No
	(i)	Other Area-specific emergencies.	W		☑ Yes	☐ No
516-1-10	(j)	Terrorist attacks on probable targets within an Area.			☑ Yes	□ No
	(k)	For Areas with airports, an EOP for airliner crash, fire,	and other emergency p	rocedures is required.	☑ Yes	☐ No
(6	6) Do	plans have supporting annexes with the following inform	nation:			
	(a)	Emergency Response Center Operations.			☑ Yes	☐ No
	(b)	Mutual aid plans and MOU's developed between Area	and other emergency s	ervice providers.	☑ Yes	☐ No
	(c)	Procedures for deployment of, and accounting for, per	sonnel and material res	ources.	☑ Yes	□No
	(d)	72-hour self-sufficient operation.	1300		☑ Yes	☐ No
(	7) Do	es the need for each plan still exists?	NAME OF STREET STREET, STREET STREET,	***************************************	√ Yes	☐ No
	(a)	Are plans up-to-date and not in conflict with HPM 50.1 and Operations Manual, and HPM 50.5, Civil Disturbar			√ Yes	□ No
******	(b)	Can plans be tested?			☑ Yes	☐ No
	(c)	Are they current?			☑ Yes	☐ No
	(d)	Do they work?			☑ Yes	□ No
3)	3) Do	es the Area SOP contain guidelines for EIM?		in the second of	Yes	☑ No ⊁
	(a)	Is that portion of the SOP up-to-date and not in conflict Management Planning and Operations Manual, HPM 5 Operations Manual, or local plans?	t with HPM 50.1, Emerg 60.5, Civil Disturbance F	ency Incident lanning and	☐ Yes	□ No
TRA	INING		Yes:	ACTION REQUIRED	CORRECTED	
a. Is	there	ап awareness of local training requirements?	1100	11,0	✓ Yes	☐ No
b. H	lave re	equired employees been trained to initiate, maintain and	use ICS in Area emerge	encies?	√ Yes	☐ No
(1	l) Hav	ve other Area employees received familiarization training	g in ICS?		☑ Yes	☐ No
(2		Area personnel understand their responsibilities as incide personnel understand their responsibilities as incidental personnel understand their responsibilities are personnel understand their responsibilities are personnel understand their responsibilities are personnel understand their responsibilities and their responsibilities are personnel understand their responsibilities are personnel understand their responsibilities are personnel understand the personnel understand their responsibilities are personnel understand the responsibilities are personnel u	dent commanders and t	heir role in mission	☑ Yes	☐ No
<del>-</del> ر	3) Hav	ve managers, supervisors, and OICs been trained in the	use of HPG 50.3, Eme	rgency Incident Guide?	☑ Yes	☐ No
(4	1) Is h	HPG 50.3, Emergency Incident Guide, readily available?			☑ Yes	☐ No

### **REA MANAGEMENT EVALUATION**

### MERGENCY INCIDENT MANAGEMENT PLANNING

1P 453	R (Rev. 6-06) OPI 009				41444
-	) Are managers and supervisors familiar with various ICS for	rms and their use?		☑ Yes	☐ No
(6	Does the Area have a roster of employees who have receive emergency-related skills?	☑ Yes	□ No		
(7	Have employees been provided with annual training in haz Departmental Training Manual?	ardous materials require	d by HPM 70.13,	☑ Yes	□ No
	(a) Are the records of required training current?			☑ Yes	☐ No
c. H	. Has interagency training pertaining to EIM been conducted?				
(1	(1) Do area personnel attend and participate in meetings of public safety agencies and emergency service providers to explain the Department's role in EIM?				
(2	(2) Have public safety agencies and emergency service providers attended Area training to discuss their role?				
(3	(3) Do Area personnel participate in exercises with these agencies and EMS providers?				
(4	(4) Are exercise critiques conducted and feedback given to all participants?				☐ No
RELATIONSHIPS WITH ALLIED AGENCIES    EVALUATED   ACTION REQUIRED   No				CORRECTED	
	Does the commander maintain a working relationship with personnel from local sheriff's offices, police departments, state and county traffic engineers and highway department personnel?				☐ No
(1	Does he/she maintain a working relationship with county and regional state Office of Emergency     Services personnel?				☐ No
,2	2) Is the commander a member of emergency organizations?				□No
	oes the commander encourage Area lieutenants and supervis th their counterparts in allied agencies?	sors to establish good wo	rking relationships	☑ Yes	☐ No
(1	) Are lieutenants and sergeants members of emergency-rela	ated committees, organiz	ations, or councils?	☑ Yes	☐ No
(2	) Have Area personnel met with allied agency personnel to d	conduct mutual aid contir	gency planning?	☑ Yes	□No
	as the command developed written emergency incident plans ersonnel and material resources in multi-agency responses to		se of departmental	☑ Yes	☐ No
(1)	Are those plans in accordance with HPM 50.1, Emergency Operations Manual, and HPM 50.5, Civil Disturbance Planr			☑ Yes	□ No
(2)	Were the plans developed in coordination with allied agend	cies who have EIM respo	nsibility?	☑ Yes	☐ No
(3)	Are existing plans current?			☑ Yes	☐ No
(4)	Do plans provide for adequate supervision?		- Company of the Comp	☑ Yes	☐ No
(5)	Do plans conform to CHP policy?			☑ Yes	☐ No
(6)	Has the command developed a written EAP in accordance Management Planning and Operations Manual?	with HPM 50.1, Emerger	ncy Incident	☑ Yes	□ No
REPO	RTING PROCEDURES	EVALUATED Yes	ACTION REQUIRED NO	CORRECTED	in the second
	e reporting and documentation requirements for emergency is anagers, and supervisors?	ncidents understood by t	he Area commander,	☑ Yes	☐ No
(1)	Are unusual occurrences reported per GO 100.80, Report	of Unusual Occurrence?		☑ Yes	☐ No

### REA MANAGEMENT EVALUATION MERGENCY INCIDENT MANAGEMENT PLANNING

HP 453R (Rev. 6-06) OPI 009

	Are	e major state route closures reported per GO 100.4	6, Reporting of Highwa	y Conditions?	☑ Yes	□ No
(3)		zardous material spills and releases reported per H ident Management Manual?	IPM 84.2, Hazardous M	laterials Transportation and	☑ Yes	☐ No
	(a)	Are Hazardous material incident reports (CHP 40	7E) prepared?		☑ Yes	☐ No
	(b)	Are there written procedures for reporting spills, r the County Board of Supervisors and the County		of hazardous material to	☑ Yes	□ No
EMER	GEN	CY INCIDENT RESPONSES	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a. Lis	t pro	blems Area experienced in exercising EIM.	See Notes.	***************************************		
(1)	Has	s follow-up investigation been conducted to preven	t recurrences of probler	ms?	☐ Yes	□No
	(a)	is the investigation forwarded through the chain-c	f-command?		☐ Yes	□ No
	(b)	Are problems corrected and appropriate changes	made to Area plans?	**************************************	Yes	☐ No
	(c)	Are corrected actions taken, documented, and for	warded through the ch	ain-of-command?	Yes	□No
(2)	Hav	ve there been repeated problems with specific indiv	riduals or agencies?		Yes	☐ No
	(a)	Has the Area commander made reasonable effort	ts to resolve the issues	?	☐ Yes	☐ No
					A Company of the Comp	Laure Control Control

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- c The Area currently has no person assigned to monitor and update EIM plans. This will become an Action Item for the next Area Staff eeting for a sergeant to be assigned as a collateral duty.
- d.(2)(d) There are currently no plans in effect for the acquisition of supplies and equipment. A plan will be developed to brainstorm stential supplies which will be needed. Potential vendors who will accept an Emergency "X" Number will then be identified and rangements made for the emergency acquisition protocols necessary for each vendor.
- a The Area has not experienced any problems with exercising EIM. With the change to the 911 cell system, the Area has experienced a oblem with LASD units responding to 911 freeway calls and indiscriminately blocking off all traffic lanes. The Area Commander has scussed this with the local LASD Commanders and training has been arranged to improve response and actions from LASD units.

# Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 16 EMERGENCY INCIDENT MANAGEMENT PLANNING Area Division Southern Division Evaluated By Sgt. H.J. Castillo Date 04/10/08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation ☐Formal		Suspense Date			
Follow-up Required ☐Yes ⊠No	☐Correction Report by	Commander's Review			
1. EMERGENCY INCIDEN (EIM) PLANNING	IT MANAGEMENT	Evaluated			
a. Are Area employees familiar with various departmental publications which provide for EIM planning?					□No
b. Does the Area commander have a clear understanding of the Department's philosophy and policy for EIM as outlined in HPM 50.1 and HPM 50.5?					□No
(1) Is this philosophy	conveyed to:	•			
(a) Subordinates?					□No
(b) Public safety agencies?					□No
(c) Emergency service providers?					□No
c. Is an employee assigned to develop and routinely update EIM plans?					□No
(1) Is the employee familiar with local resources and conditions?					□No
(2) Is input obtained fr	om uniformed and nonuni	formed person	nel?	⊠Yes	□No
(3) Is there adequate I	iaison with emergency res	sponse and sup	port agencies?	⊠Yes	□No
d. Have emergency incid	lent plans been evaluated	?		⊠Yes	□No
(1) Do plans include c	ommand-specific informat	ion?		⊠Yes	□No
(2) Do plans contain a	clear statement of their po	urpose and obj	ectives?	⊠Yes	□No
(a) Is there an assi appropriate authorit	gnment of responsibility co	ommensurate v	vith	⊠Yes	□No
(b) Are there check	lists to assist in implemen	ting the plans?		⊠Yes	□No
(c) Is there a metho	od for notifying off-duty per	rsonnel?		⊠Yes	□No

(d) What methods are used for acquiring necessary supplies and equipment? Department's quarterly requisition process is routinely used unles there is an emerger needs to be obtained.		at
(3) Do the plans refer to ICS and CHP and/or command-specific forms?	⊠Yes	□No
(4) Do the plans have information regarding communication and coordination with other Areas, allied agencies, Division and headquarters?	⊠Yes	□No
(5) Are there plans for hazard-specific incidents?	⊠Yes	□No
(a) Are there employee and property protection references in the command's EAP?	⊠Yes	□No
(b) Bomb incident procedures?	⊠Yes	□No
(c) Fires?	⊠Yes	□No
(d) Flood/dam failures?	⊠Yes	□No
(e) Radiation incidents?	⊠Yes	□No
(f) Earthquakes?	⊠Yes	□No
(g) Tsunamis/coastal storms?	∐Yes	⊠No
(h) Civil unrest?	⊠Yes	□No
(i) Other Area-specific emergencies?	⊠Yes	□No
(6) Do plans have supporting annexes with the following information:		
(a) Emergency Response Center Operations?	—⊠Yes	□No
(b) Mutual aid plans and MOU's developed between Area and other emergency service providers?	⊠Yes	□No
(c) Procedures for deployment of, and accounting for, personnel	5707	
and material resources?	⊠Yes	□No
(d) 72-hour self-sufficient operation?	⊠Yes	□No
(7) Does the need for each plan still exist?	⊠Yes	□No
<ul><li>(a) Are plans up-to-date and not in conflict with HPM 50.1 and HPM 50.5?</li></ul>	⊠Yes	□No
(b) Can plans be tested?	⊠Yes	□No
(c) Are they current?	⊠Yes	□No
(d) Do they work?	⊠Yes	□No
(8) Does the Area SOP contain guidelines for EIM?	⊠Yes	□No
(a) Is that portion of the SOP up-to-date and not in conflict with HPM 50.1, HPM 50.5 or local plans?	⊠Yes	□No

2. TRAINING	Evaluated 🖂	Action Required	Corrected	d
a. Is there an awareness of local training	ng requirements?		⊠Yes	□No
b. Have required employees been train	ed to initiate and use	ICS in emergencies	? ⊠Yes	□No
(1) Have other Area employees rece	ived familiarization tr	aining in ICS?	⊠Yes [	□No
(2) Do Area personnel understand the and their role in mission acceptance?	neir responsibilities as	s incident commande		]No
(3) Have managers, supervisors and	l OICs been trained in	n the use of HPG 50.3	3?⊠Yes	□ No
(4) Is 50.3 readily available?			⊠ Yes □	] No
(5) Are managers and supervisors fa	miliar with various IC	S forms and their use	e?⊠ Yes	□No
(6) Does the Area have a roster of extraining or possess special emergence	mployees who have r sy-related skills?	eceived specialized	⊠ Yes	☐ No
(7) Have employees been provided very required by HPM 70.13?	vith annual training in	hazardous materials	⊠ Yes	☐ No
(a) Are the records of required tra	ining current?			☐ No
c. Are Area personnel trained to drive a	nd operate departme	ntal EIMVs?	☐ Yes	⊠ No
(1) Is there a list of trained drivers/op	erators in the emerge	ency plan or SOP?	☐ Yes	⊠ No
d. Has interagency training pertaining to	EIM been conducte	d?	⊠ Yes	□No
<ol> <li>Do Area personnel attend and pa and emergency service providers to e</li> </ol>	rticipate in meetings explain the Departme	of public safety agend nt's role in EIM?	cies ⊠ Yes	☐ No
(2) Have public safety agencies and Area training to discuss their role?	emergency service p	roviders attended	⊠ Yes -	_ No
(3) Do personnel participate in exerci	ses with these agend	ies/EMS providers?	⊠ Yes	☐ No
(4) Are exercise critiques conducted	and feedback given t	o all participants?	⊠ Yes	☐ No
3. RELATIONSHIPS WITH ALLIED AGENCIES	Evaluated	Action Required	Corrected	
a. Does commander regularly confer wi		27	⊠ Yes	□No
(1) Does he/she maintain a working r departments, state/county traffic engi	neers and highway d	epartment personnel	? 🛛 Yes	□No
(2) Does he/she maintain a working re Office of Emergency Services perso	elationship with Cour nnel?	ty and Regional Stat	e ⊠ Yes	☐ No
(3) Is the commander a member of er	mergency organizatio	ns?	☐ Yes	⊠ No
<ul> <li>b. Does the commander encourage Are good working relationships with their course</li> </ul>	a lieutenants and sup interparts in allied ag	ervisors to establish encies?	⊠Yes	☐ No
(1) Are lieutenants and sergeants me organizations or councils?	mbers of emergency	related committees,	⊠ Yes	□ No
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### AREA MANAGEMENT EVALUATION Chapter 16

CHP 453R (Rev 1-96)

EMERGENCY INCIDENT MANAGEMENT	PLA	NNING			
(2) Have Area personnel met with aid contingency planning?	alli	ed agency personne	el to conduct mutual	⊠ Yes	□ No
c. Has the command developed writ effective use of departmental person responses to emergency incidents?	ten nel	emergency incident and material resourc	plans to provide for ces in multi-agency	∑ Yes	□ No
(1) Are those plans in accordance	wit	h HPM 50.1 and HP	M 50.5?	⊠ Yes	☐ No
(2) Were the plans developed in c have EIM responsibility?	oor	dination with allied a	gencies who	⊠ Yes	□ No
(3) Are existing plans current?				⊠ Yes	□ No
(4) Do plans provide for adequate	sup	pervision?		∑ Yes	Nc
(5) Do plans conform to CHP polic	cy?				□ No
(6) Has the command developed a	a wr	itten EAP in accorda	ance with HPM 50.1?		☐ No
4. REPORTING PROCEDURES		Evaluated	Action Required	Corrected	
<ul> <li>a. Are reporting and documentation r</li> <li>by the Area commander, managers a</li> </ul>	requ ind :	irements for emerge supervisors?	ency incidents unders	tood ⊠ Yes	☐ No
(1) Are unusual occurrences repor	rted	per GO 100.80?		⊠ Yes	☐ No
(2) Are major state route closures	rep	orted per GO 100.46	3?	⊠ Yes	☐ No
(3) Hazardous material spills and r	relea	ases reported per HI	PM 84.2?	⊠ Yes	☐ No
(a) Are Hazardous material inci	iden	t reports (CHP 407E	E) prepared?		☐ No
(b) Are there written procedures dumping of hazardous material that and the County Health Officer?	s fo	r reporting spills, rela ne County Board of S	eases, and Supervisors	⊠ Yes	☐ No
5. EMERGENCY INCIDENT RESPONSES		Evaluated	Action Required	Corrected	
a. List problems Area experienced in	exe	ercising EIM			
No problems were noted or experience emergency incident responses.	ced	during any of our tal	bletop exercises in re	gards to	
(1) Has follow-up investigation bee	n co	onducted to prevent	recurrences?	☐ Yes	⊠ No
(a) Is the investigation forwarde	d th	rough the chain-of-c	ommand?	⊠ Yes	☐ No
(b) Are problems corrected and	арр	propriate changes m	ade to Area plans?	⊠ Yes	☐ No
(c) Are corrected actions taken, chain-of-command?	dod	cumented and forwa	rded through the	⊠ Yes	∐ No
(2) Have there been repeated prob	lem	s with specific individual	duals or agencies?	☐ Yes	⊠ No
(a) Has the Area commander ma	ade	reasonable efforts t	o resolve the issues?	y ⊠ Yes	☐ No

Page 4

/h\	If not constituted	The second secon	Object of the second state	
(D)	II not resolved	. nas the Division	Uniet been notiti	ed as required?
( ~ )	II HOLICSOIVEG	, mas une bivision	CHIEL DECLI HOTH	cu as icuulieu:

✓ Yes	[
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_ No

#### COMMENTS

Summary:

#### 2. TRAINING

Currently the Baldwin Park Area does not have anyone trained to drive the EIMV. Allied agencies are aware of its capabilities and the command post vehicle is available for response through Southern Division request based on the need, length or size of the emergency incident.

- 3. RELATIONSHIPS WITH ALLIED AGENCIES
- 4. REPORTING PROCEDURES
- 5. EMERGENCY INCIDENT RESPONSES

The Baldwin Park Area staff have an excellent understanding of the Department's Emergency Incident Plan and it's own Emergency Action Plan based on specific incidents. The Area Commander and all of the Baldwin Park employees take an active interest in emergency response issues. The Area management and supervisory staff attend emergency preparedness meetings with allied agencies, and have good working relationships with those agencies. The officers and supervisors work closely with first responders on a daily basis and ensure that there is a safe working environment for all personnel and the motoring public involved in the given incident.

The Area Commander has a well established policy which requires supervisors to respond to all emergency incidents occurring within our area of jurisdiction and investigative responsibility. The Incident Command System is to be utilized and notifications made through the chain of command.

### AREA MANAGEMENT EVALUATION OFFICE MANAGEMENT

CHP 453E (Rev. 5-06) OPI 009

AREA	DIVISION	NUMBER
Altadena/575	Southern	
EVALUATED BY		DATE
J. Kolstad #16434		07/10/2008

FRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE	OF EV	/ALUATION		SUSPENSE DATE			
V	Forn	mal Evaluation 🔲 Infor	mal Evaluation				
FOLL	OW-UP	PREQUIRED	Correction Report	COMMANDER'S REVIEW		DATE	
	Yes	<b></b> ✓ No	BY				
1 (		RICAL TASKS		EVALUATED	ACTION REQUIRED	CORRECTED	
				Yes	Yes	Yes	
a	a. Is	the office well organized?				√ Yes	☐ No
	(1)	) Are there written job des	scriptions?			√ Yes	☐ No
		(a) Does clerical staff h	ave their job description at their de	sk?		✓ Yes	☐ No
		(b) Does clerical staff u	nderstand what is expected of then	n?		√ Yes	☐ No
	(2)	) Are similar activities grou	uped together to promote efficiency	?		√ Yes	☐ No
	(3)	) If tape recorders are use	d, can clerical employees transcrib	e effectively?		☐ Yes	☐ No
	(4)	) Is the clerical staff knowl	edgeable in the use of personal co	mouters filing requireme	ents information		
	)	security, etc.?	ougouslo in the dee of personal def	mpatoro, illing roquirome	, mo, momaton	√ Yes	☐ No
_	(5)	) Can another clerical emp	ployee assume the duties of a cleric	cal employee who is abs	ent?	√ Yes	☐ No
b	. Is	the Office Services Superv	isor (OSS) effective?			√ Yes	☐ No
	(1)	) Does he/she properly ap	ply management philosophies and	supervisory skills?		√ Yes	☐ No
:4		(a) Does he/she have th	ne authority and backing necessary	to effectively supervise	subordinates?	√ Yes	☐ No
		(b) Is the clerical superv	visor an effective manager?			√ Yes	☐ No
	(2)	Does the OSS identify en	nployes with supervisory potential?	•	"	√ Yes	☐ No
		(a) Does he/she assist e development?	employees in the preparation of wri	tten plans for progressiv	e career	☐ Yes	☑ No
		(b) Have special interes been afforded the en	ts been identified and educational on ployees?	opportunities and/or dep	artmental training	☐ Yes	☑ No
			dividual Development Plan for Futu d to identify particular strengths of		Permanent	Yes	☑ No
	(3)	Does the supervisor set a	a good example?			√ Yes	☐ No
		(a) Does he/she show a	willingness to assist subordinate p	ersonnel?		√ Yes	☐ No
		(b) Does he/she know w	hen to act, when to delegate, and	when to refer to a super	visor?	√ Yes	☐ No
	(4)	If there is more than one	OSS, is the work and supervision e	evenly distributed?		☐ Yes	☐ No
-	(5)	Does the OSS participate	in Area staff meetings?			√ Yes	☐ No

### AREA MANAGEMENT EVALUATION

### **OFFICE MANAGEMENT**

:	LING SYSTEM	Yes Yes	ACTION REQUIRED NO	CORRECTED	
а	<ul> <li>a. Is the Area's filing system in compliance with departmental gu File Guide?</li> </ul>	idelines contained i	n HPG 11.1, Field Office	√ Yes	☐ No
b	b. Are other files, i.e., permanent files, enforcement document fil	es, etc., maintained	according to policy?	✓ Yes	☐ No
	(1) How far back are accident reports being maintained? 5	years			
	(2) Is there a filing backlog?			☐ Yes	☑ No
	(3) Is there evidence of recent office review?			✓ Yes	☐ No
	(4) How are Management and All Commanders Memorandur	ns filed and purged	? They are filed in n	umerical order	in the
	clerical library. The OSS files and purges them in accord	lance with departme	ntal policy and conducts a	quarterly review	<i>'</i> .
	(5) Are Training and Information Bulletins filed?			√ Yes	☐ No
	(a) If so, how are they located? They are filed in	the command's libr	ary outside the clerical offic	ce.	
	(6) Do all clerical employees understand the filing system?	10-		√ Yes	□No
	(7) Does the Area have an effective suspense system?			√ Yes	☐ No
	(a) Do all supervisors take advantage of the suspense s	ystem?		√ Yes	☐ No
	Are personnel files properly secured and access limited?			√ Yes	☐ No
	(1) Are the requirements of the Information Practices Act bein	ng followed?		☑ Yes	☐ No
	(2) Is a periodic review done on a regular basis?			√ Yes	☐ No
	(a) If so, how often? Quarterly				
	(3) Is annual employee review and updating conducted as re-	quired?		√ Yes	☐ No
	(4) Are only required or permitted items contained in personn	el folders?		√ Yes	☐ No
3. S	SECURITY OF CRIMINAL RECORDS	Yes	ACTION REQUIRED No	CORRECTED	
a.	. Have employees who have access to criminal offender record stating they understand the regulations and policies pertaining		an acknowledgment	<b>√</b> Yes	☐ No
	(1) Has the Area designated a specific person to release crim	ninal offender record	I information?	✓ Yes	☐ No
	(a) Do any other persons release this information?			☐ Yes	<b>☑</b> No
	(b) Has the designated person completed the required tr	aining?		✓ Yes	☐ No
	(c) Are safeguards in place to verify telephone inquiries p	orior to disclosure?		✓ Yes	☐ No
	(2) Does each person that is designated to release information Record Information Release Log?	on maintain a CHP 2	63B, Criminal Offender	√ Yes	☐ No
	(a) Are entries maintained for the prescribed period of tin	ne?		√ Yes	☐ No
j	SCAL PROCEDURES	Yes Yes	Yes	Yes	
a.	. Have discrepancies on the most current audit reports been con	rrected?		√ Yes	☐ No

### AREA MANAGEMENT EVALUATION

### **OFFICE MANAGEMENT**

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_,	<u>)</u> (1	) Are	all change fund and collections handled and processed according to policy?	√ Yes	☐ No
	====	(a)	Are counter receipts and DL45s, California Special Driver's Certificate, issued to the field accounted for and safeguarded?	√ Yes	□No
		(b)	Are "voided" or "no fee" DL45s marked as such, signed by the commander, and forwarded to Fiscal Management Section?	√ Yes	□No
		(c)	Is there a separation of duties between cashier responsibilities and transmittal of collections?	☐ Yes	✓ No
		(d)	Are collections and change funds safeguarded?	✓ Yes	☐ No
		(e)	Are checks promptly endorsed and cash receipts reconciled daily?	✓ Yes	☐ No
		(f)	Are counter receipts and DL45s that are issued in sequence accounted for and returned to Fiscal Management Section upon completion?	✓ Yes	□No
		(g)	What specific guidelines are in place for security control and accountability? All receipts are kept	chronological	ly. All
			cash is kept in a locked cash box within a locked filing cabinet in the OSS's office. Lt. Geletko overse	ees and provide	es
			accountability.		
		(h)	Is a supervisor responsible for review of the system?	✓ Yes	☐ No
		(i)	Do total collections agree with the total amount of counter receipts and DL45s issued?	✓ Yes	☐ No
		(j)	Are counter receipts and transmittal records prepared properly?	✓ Yes	☐ No
	)	(k)	Are surprise counts of funds performed and documented by the commander or designee?	✓ Yes	☐ No
	(2)	Are	security and accountability procedures in place for the petty cash fund?	√ Yes	☐ No
		(a)	Is the petty cash fund used only for authorized purchases within the limited amount?	√ Yes	☐ No
		(b)	Are valid authorizations on file?	☑ Yes	☐ No
		(c)	Is a Disbursement Voucher (Std. 439) completed and signed by the commander when the receipt does not show the vendor name or item purchased?	✓ Yes	□ No
		(d)	Are there adequate procedures to ensure purchases are properly authorized?	√ Yes	☐ No
		(e)	Are surprise counts performed by someone not involved in handling the petty cash fund?	√ Yes	☐ No
	(3)	Are	X-Number services proper and within departmental and state policy?	✓ Yes	☐ No
		(a)	Are services procured over \$4,999.99?	☐ Yes	☑ No
		(b)	Is the amount limit circumvented by splitting procurements?	☐ Yes	<b>☑</b> No
		(c)	Are three price quotations obtained and documented on a CHP 78X, X-Number Request?	√ Yes	☐ No
		(d)	Do invoices itemize charges and reference X-Numbers?	✓ Yes	☐ No
	(4)	Are t	pank cards adequately safeguarded, and purchases reviewed by a supervisor?	√ Yes	☐ No
		(a)	Are cardholders familiar with the bank card process, including prohibited and restricted items?	√ Yes	☐ No
		(b)	Are purchases within established policy?	√ Yes	☐ No
	)	(c) /	Are three price quotations obtained and documented on a CHP 315X?	✓ Yes	☐ No
		(d)	Is the bank card log completed properly?	☑ Yes	☐ No

### AREA MANAGEMENT EVALUATION

### **OFFICE MANAGEMENT**

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(e) Are invoices and CHP 317, CAL-Card Log, reviewed b	by a supervisor?		√ Yes	☐ No
(f) Is there a reconciliation of the monthly bank card states	ment, and does it have s	supervisory approval?	<b></b> ✓ Yes	☐ No
b. What controls does the commander have in place to ensure time	nely transmittals of monie	es? Transn	nittals are mad	le in
accordance with departmental policy and oversight is provided	by the Area Commander	r. The OSS ensures tim	eliness by con	npleting
them on a weekly basis.				
		) in cash and	✓ Yes	□ No
			☑ Yes	☐ No
(3) Are "no collection" transmittals sent when appropriate?			√ Yes	☐ No
(4) Do tire sale transactions comply with policy?			√ Yes	☐ No
c. Is security of the postage machine adequate?			<b>✓</b> Yes	☐ No
(1) Is the machine locked when not in use?			☐ Yes	<b></b> ✓ No
(2) Is the meter reading documented as required?			☐ Yes	☑ No
(3) Is there documentation of monies refunded or forwarded to postage machine is being repaired or replaced?	Fiscal Management Sec	ction when the	☐ Yes	☐ No
UPPLY REQUISITIONS (CHP 41)	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
. Are requisitions prepared properly?	1.40	1.10	✓ Yes	☐ No
(1) Who prepares them? The office tech. D. Dominguez				
(2) Has a practical stock level been established and maintained	d?		√ Yes	☐ No
(3) Is there a system that notifies the staff when the quarterly re	equisition is going to be	prepared?	√ Yes	☐ No
(a) Is the quarterly requisition period for this command add	nered to?		√ Yes	☐ No
(b) Is there a high number of emergency requisitions?			☐ Yes	☑ No
. Are items stored properly in a storeroom?			√ Yes	☐ No
(1) Is there convenient access for regularly used items?			√ Yes	☐ No
(2) Have obsolete items been removed?			√ Yes	☐ No
UPPLIES	Yes Yes	ACTION REQUIRED No	CORRECTED	
Are all cameras assigned to the command accounted for?			√ Yes	☐ No
(1) Are camera cases clean and do they contain the required a	ccessories?		✓ Yes	□ No
(2) Is camera maintenance assigned to a particular individual?			✓ Yes	☐ No
(a) What is his/her preventative maintenance schedule?	They are checked ev	very other month.		
b	(e) Are invoices and CHP 317, CAL-Card Log, reviewed by the invoices and CHP 317, CAL-Card Log, reviewed by the interest of the monthly bank card states. What controls does the commander have in place to ensure time accordance with departmental policy and oversight is provided them on a weekly basis.  (1) Are collections sent to Fiscal Management Section at the figure 10,000 total collections, or at the close of business each of the interest	(e) Are invoices and CHP 317, CAL-Card Log, reviewed by a supervisor?  (f) Is there a reconcilitation of the monthly bank card statement, and does it have so. What controls does the commander have in place to ensure timely transmittals of monic accordance with departmental policy and oversight is provided by the Area Commander them on a weekly basis.  (1) Are collections sent to Fiscal Management Section at the first occurrence of \$1,000 \$10,000 total collections, or at the close of business each Thursday?  (2) Are monies received for DL 45s, California Special Driver's Certificate, asset forfeit, evidence, etc., handled appropriately by coordinating transmittal with the Area cash (3) Are "no collection" transmittals sent when appropriate?  (4) Do tire sale transactions comply with policy?  Is security of the postage machine adequate?  (1) Is the machine locked when not in use?  (2) Is the meter reading documented as required?  (3) Is there documentation of monies refunded or forwarded to Fiscal Management Serpostage machine is being repaired or replaced?  (3) Is there documentation of monies refunded or forwarded to Fiscal Management Serpostage machine is being repaired or replaced?  (4) Who prepares them? The office tech. D. Dominguez  (5) Has a practical stock level been established and maintained?  (6) Is there a system that notifies the staff when the quarterly requisition is going to be  (a) Is there a high number of emergency requisitions?  Are items stored properly in a storeroom?  (b) Is there convenient access for regularly used items?  (c) Have obsolete items been removed?  PPPLIES  Are all cameras assigned to the command accounted for?  (1) Are camera cases clean and do they contain the required accessories?  (2) Is camera maintenance assigned to a particular individual?	(e) Are invoices and CHP 317, CAL-Card Log, reviewed by a supervisor?  (f) Is there a reconcillation of the monthly bank card statement, and does it have supervisory approval?  What controls does the commander have in place to ensure timely transmittals of monies? Transm accordance with departmental policy and oversight is provided by the Area Commander. The OSS ensures time them on a weekly basis.  (1) Are collections sent to Fiscal Management Section at the first occurrence of \$1,000 in cash and \$10,000 total collections, or at the close of business each Thursday?  (2) Are monies received for DL45s, California Special Driver's Certificate, asset forfeiture, reimbursables, evidence, etc., handled appropriately by coordinating transmittal with the Area cashier?  (3) Are "no collection" transmittals sent when appropriate?  (4) Do tire sale transactions comply with policy?  Is security of the postage machine adequate?  (1) Is the machine locked when not in use?  (2) Is the meter reading documented as required?  (3) Is there documentation of monies refunded or forwarded to Fiscal Management Section when the postage machine is being repaired or replaced?  (3) Is there documentation of monies refunded or forwarded to Fiscal Management Section when the postage machine is being repaired or replaced?  (4) PPLY REQUISITIONS (CHP 41)  Are requisitions prepared properly?  (1) Who prepares them? The office tech. D. Dominguez  (2) Has a practical stock level been established and maintained?  (3) Is there a high number of emergency requisitions?  Are items stored properly in a storeroom?  (4) Is there convenient access for regularly used items?  Are items stored properly in a storeroom?  (5) Is there convenient access for regularly used items?  ACTION REQUIRED No  No  Are all cameras assigned to the command accounted for?  (6) Is there convenient access for regularly used items?  (7) Are camera cases clean and do they contain the required accessories?	(e) Are invoices and CHP 317, CAL-Card Log, reviewed by a supervisor?  (f) Is there a reconciliation of the monthly bank card statement, and does it have supervisory approval?  √Yes  What controls does the commander have in place to ensure timely transmittals of monies?  Transmittals are mad accordance with departmental policy and oversight is provided by the Area Commander. The OSS ensures timeliness by cordinating them on a weekly basis.  (1) Are collections sent to Fiscal Management Section at the first occurrence of \$1,000 in cash and \$10,000 total collections, or at the close of business each Thursday?  (2) Are monies received for DLA5s, California Special Driver's Certificate, asset forfeiture, reimbursables, evidence, etc., handled appropriately by coordinating transmittal with the Area cashier?  (3) Are "no collection" transmittals sent when appropriate?  (4) Do tire sale transactions comply with policy?  (5) Is security of the postage machine adequate?  (6) Is the machine locked when not in use?  (7) Yes  (8) Is there documentation of monies refunded or forwarded to Fiscal Management Section when the postage machine is being repaired or replaced?  (7) PPLY REQUISITIONS (CHP 41)  Are requisitions prepared property?  (8) Is there a system that notifies the staff when the quarterly requisition is going to be prepared?  (9) Yes  (1) Who prepares them? The office tech. D. Dominguez  (2) Has a practical stock level been established and maintained?  (3) Is there a high number of emergency requisitions?  (4) Yes  (5) Is there a high number of emergency requisitions?  (6) Is there a high number of emergency requisitions?  (7) Yes  (8) Have obsolete items been removed?  (9) Yes  Are items stored property in a storeroom?  (1) Is there convenient access for regularly used items?  (2) Yes  (3) Is there a sassigned to the command accounted for?  (4) Yes  (5) Are camera cases clean and do they contain the required accessories?  (5) Yes  (6) Is camera maintenance assigned to a particular individual?

### **AREA MANAGEMENT EVALUATION**

### **OFFICE MANAGEMENT**

OFF 45	E (Nev. 3-00) OF 1 009				
(	Is there adequate security for extender batteries ar	nd other supplies?		√ Yes	☐ No
7. OFF	ICE EQUIPMENT	Yes	ACTION REQUIRED Yes	corrected n/a	
a. <i>A</i>	are office machines in good condition and properly mai	intained?	-	Yes	<b>√</b> No
(	Is the vendor complying with maintenance contract	t provisions?	7770	√ Yes	☐ No
(:	2) Is there a shortage or surplus of machines?			Yes	☑ No
b. I	s the Management Information System (MIS) used pro	perly?		√ Yes	☐ No
(	1) Who is authorized to use the equipment? The C	OSS			
(2	2) How is training provided, and by whom? Train	ing is done on a, "train the	trainer" basis. The OSS is	s currently traine	d and is
	able to train others in its use.				
(3	s) Is there a usage schedule for uniformed and nonur	niformed personnel?		✓ Yes	☐ No
(4	A) Are there controls in place to ensure confidentiality	?		✓ Yes	□ No
(5	Are all personnel aware of how to request repairs a	ifter normal business hours	?	✓ Yes	□ No
(6	s) Is the MIS used to send messages to other offices	in lieu of formal memorand	ums?	Yes	<b>✓</b> No
_ (7	) What system is used to ensure proper routing of M	IS information? Approval	is obtained prior to sending	ng via the Comm	ander.
) A	re personal computers used properly?			☐ Yes	☐ No
(1	) Who is authorized to use the equipment?				
(2	) How is training provided, and by whom?				
	(a) How many employees are trained in its use?				
(3	Are there restrictions on the time its used?			Yes	☐ No
	(a) Is there a schedule for uniformed and nonunifo	ormed employees?		Yes	□ No
(4	Is confidential or sensitive information being stored	on a PC hard drive?		Yes	☐ No
	(a) If so, is the PC password protected?			Yes	□ No
	(b) Is confidential or sensitive information stored or secure area?	n disks, CDs, or removable	drives kept in a	☐ Yes	□No
(5)	What is the PC being used for?				
)					
(6)	Are controls present to prevent inappropriate/persor	nal use of the computer?		☐ Yes	☐ No

### AREA MANAGEMENT EVALUATION

### **OFFICE MANAGEMENT**

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(7) Are backup procedures being performed on a reg	gular basis?		☐ Yes	☐ No
(a) Where applicable, are backup disks stored i	in a secure area?		☐ Yes	☐ No
(8) Are PC manuals and other documentation availa	able to all users?		Yes	☐ No
(9) What procedures are in place to ensure out-of-da	ate documents and files are	purged?		
(10) Are employees aware of the availability of assista	ance in resolving computer r	elated problems?	√ Yes	☐ No
(11) Is anti-virus software regularly utilized on all state	e-owned PCs?		√ Yes	☐ No
8. PUBLIC CONTACTS	Yes	No REQUIRED	CORRECTED	
a. Does the office have extended office hours?			√ Yes	☐ No
(1) If so, are they adequate and effective?			✓ Yes	☐ No
b. Are persons served promptly and courteously?			✓ Yes	☐ No
(1) Are backup personnel immediately available?			✓ Yes	☐ No
(2) Is telephone service both efficient and effective?			✓ Yes	□ No
(3) Are limited duty personnel used for receptionist d	luties and answering telepho	ones?	√ Yes	☐ No
(4) Are officer substitutions for nonuniformed position	ns kept at a minimum?		✓ Yes	□ No
9. SCHOOL BUS DRIVER EXAMINATIONS	ns kept at a minimum?  EVALUATED  Yes	ACTION REQUIRED	✓ Yes CORRECTED	No No
9. SCHOOL BUS DRIVER EXAMINATIONS  a. Is school bus driver testing a special duty or a clerical	Yes  I function, or is a full-time sc	No hool bus coordinator		∏ No
9. SCHOOL BUS DRIVER EXAMINATIONS	Yes  I function, or is a full-time sc	No hool bus coordinator		□ No
a. Is school bus driver testing a special duty or a clerical assigned?  A full-time coordinator is assigned. Cur	Yes  I function, or is a full-time sc	No hool bus coordinator	CORRECTED	
9. SCHOOL BUS DRIVER EXAMINATIONS  a. Is school bus driver testing a special duty or a clerical assigned? A full-time coordinator is assigned. Cur  (1) Are tests and test keys kept in a secure place?	Yes  I function, or is a full-time so rrently it is done by Officer	No hool bus coordinator Zubyk.	CORRECTED	□No
a. Is school bus driver testing a special duty or a clerical assigned?  A full-time coordinator is assigned. Cur	Yes  I function, or is a full-time so rrently it is done by Officer	No hool bus coordinator	CORRECTED	□No
a. Is school bus driver testing a special duty or a clerical assigned? A full-time coordinator is assigned. Cur  (1) Are tests and test keys kept in a secure place?  (2) How are interested parties advised of testing proc	Yes  I function, or is a full-time so rrently it is done by Officer	No hool bus coordinator Zubyk.	CORRECTED	□No
a. Is school bus driver testing a special duty or a clerical assigned? A full-time coordinator is assigned. Cur  (1) Are tests and test keys kept in a secure place?  (2) How are interested parties advised of testing proc	EVALUATED Yes  I function, or is a full-time so rrently it is done by Officer.  Cedures? SBSO conductions	No hool bus coordinator Zubyk. ets seminars and personal in	CORRECTED	□No
a. Is school bus driver testing a special duty or a clerical assigned? A full-time coordinator is assigned. Cur  (1) Are tests and test keys kept in a secure place?  (2) How are interested parties advised of testing proceandidates.	EVALUATED Yes  I function, or is a full-time so rrently it is done by Officer.  Cedures? SBSO conduction  Colicant, and missed question	hool bus coordinator Zubyk.  ets seminars and personal in as discussed?	CORRECTED  Yes  Interviews with p	□ No otential
a. Is school bus driver testing a special duty or a clerical assigned? A full-time coordinator is assigned. Cur  (1) Are tests and test keys kept in a secure place?  (2) How are interested parties advised of testing proceandidates.  (a) Are exams graded in the presence of the approximation.	EVALUATED Yes  I function, or is a full-time so reently it is done by Officer.  SBSO conductions and missed question ion of the test and dispose of the second conduction of the test and dispose of the second conduction.	hool bus coordinator Zubyk.  ets seminars and personal in as discussed?	CORRECTED  Yes  Interviews with p	□ No otential □ No
a. Is school bus driver testing a special duty or a clerical assigned? A full-time coordinator is assigned. Cur  (1) Are tests and test keys kept in a secure place?  (2) How are interested parties advised of testing proceeding candidates.  (a) Are exams graded in the presence of the appropriate the coordinator take possessions.	EVALUATED Yes  I function, or is a full-time so reently it is done by Officer.  SBSO conductions and missed question ion of the test and dispose of the second conduction of the test and dispose of the second conduction.	hool bus coordinator Zubyk.  ets seminars and personal in as discussed?	CORRECTED  Yes  Interviews with p	□ No otential □ No
a. Is school bus driver testing a special duty or a clerical assigned? A full-time coordinator is assigned. Cur  (1) Are tests and test keys kept in a secure place?  (2) How are interested parties advised of testing proceeding candidates.  (a) Are exams graded in the presence of the appropriate the coordinator take possessions.	EVALUATED Yes  I function, or is a full-time so reently it is done by Officer.  SBSO conductions and missed question ion of the test and dispose of the second conduction of the test and dispose of the second conduction.	hool bus coordinator Zubyk.  ets seminars and personal in as discussed?	CORRECTED  Yes  Interviews with p	□ No otential □ No
a. Is school bus driver testing a special duty or a clerical assigned? A full-time coordinator is assigned. Cur  (1) Are tests and test keys kept in a secure place?  (2) How are interested parties advised of testing proceeding candidates.  (a) Are exams graded in the presence of the appropriate the coordinator take possessions.	function, or is a full-time so reently it is done by Officer seedures?  SBSO conduction of the test and dispose of the test and the t	hool bus coordinator Zubyk.  ets seminars and personal in as discussed?	CORRECTED  Yes  Interviews with p	□ No otential □ No
a. Is school bus driver testing a special duty or a clerical assigned? A full-time coordinator is assigned. Cur  (1) Are tests and test keys kept in a secure place?  (2) How are interested parties advised of testing proceed candidates.  (a) Are exams graded in the presence of the appropriate the coordinator take possessing. (3) How are test disposed of? Shredded by SBS.	function, or is a full-time so reently it is done by Officer seedures?  SBSO conduction of the test and dispose of the test and the t	hool bus coordinator Zubyk.  ets seminars and personal in as discussed?	CORRECTED  Yes  Yes  Yes  Yes	□ No otential □ No □ No

### AREA MANAGEMENT EVALUATION

	MANAGEMENT (Rev. 5-06) OPI 009				
(1)	What controls are in place to ensure officers appear in cou	rt? The court/subp	oena control clerk ke	eps a rolling log	. The shift
	sgt. passes out the subpoenas and has the officer sign it. T	he signed subpoena is th	en entered into the ro	lling log. Super	visors do
	periodic checks of the courts as well.				
	(a) How are appearances minimized following cancellation	ns? The clerk calls	them to make notific	ation as soon as	Supervisors do  on as she is  s    No  s    No
	made aware of the cancellation by the court.				
	(b) How are "short notice" cancellations minimized?	Same as above.			
=======================================					
(2)	Are CHP 90s, Report of Court Appearance - Civil Action, p appropriate cases?	roperly distributed and c	ompleted on all	√ Yes	□ No
(3)	Who is responsible for managing the process? Office	ce Asst. Yvonne Naranjo	)		
	(a) Are court officers performing duties that could be hand	fled by clerical personne	l?	☐ Yes	<b>☑</b> No
11. DEPA	RTMENTAL MANUALS	Yes EVALUATED	No No	CORRECTED	
Are	the number of authorized libraries being maintained?			√ Yes	☐ No
(1)	Are the libraries convenient for those who must use them?			✓ Yes	☐ No
	(a) What controls are in place for "loaning" manuals to em	ployees? Check	out cards are filled o	ut and a rolling	No No No No No No No No No
	manuals is maintained.				
(0)	A constitution of the state of				
	Are publications distinctively marked so they can be readily			✓ Yes	∐ No
	(a) Are the number of libraries excessive or sufficient? s				
	(b) Is there a listing available of what should be in each lib	rary?		✓ Yes	☐ No
(3)	Are publications kept up-to-date?			√ Yes	☐ No

See attached for action items and explanations of some responses.

(4) Who files publication changes?

The OSS

### AREA MANAGEMENT EVALUATION EMERGENCY INCIDENT MANAGEMENT PLANNING

CHP 453R (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
ALTADENA	SOUTHERN	575
EVALUATED BY		DATE
SGT STARLING		04/24/2008

TRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EV		SUSPENSE DATE			
FOLLOW-UP	al Evaluation	COMMANDER'S REVIEW		DATE	
1 022011 01	Correction Report	COMMANDERS REVIEW	/Fan		
√ Yes	□ No BY	Chelend	LT GUDAN	E 04.	24.08
1. EMER	GENCY INCIDENT MANAGEMENT (EIM) PLANNING	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Ar	e Area employees familiar with various departmental public	cations which provide for	EIM planning?	✓ Yes	☐ No
as	es the Area commander have a clear understanding of the outlined in HPM 50.1, Emergency Incident Management Pril Disturbance Planning and Operations Manual?			√ Yes	☐ No
(1)	Is this philosophy conveyed to:				
	(a) Subordinates.			√ Yes	☐ No
	(b) Public safety agencies.		· · · · · · · · · · · · · · · · · · ·	√ Yes	☐ No
	(c) Emergency service providers.	7		☑ Yes	☐ No
ls	in employee assigned to develop and routinely update EIM	1 plans?		√ Yes	☐ No
(1)	Is the employee familiar with local resources and condition	ons?		√ Yes	☐ No
(2)	Is input obtained from uniformed and nonuniformed person	onnel?		☑ Yes	☐ No
(3)	Is there adequate liaison with emergency response and s	support agencies?		√ Yes	☐ No
d. Ha	ve emergency incident plans been evaluated?			√ Yes	☐ No
(1)	Do plans include command-specific information?			√ Yes	□ No
(2)	Do plans contain a clear statement of their purpose and c	objectives?		√ Yes	☐ No
	(a) Is there an assignment of responsibility commensura	ate with appropriate auth	ority?	√ Yes	☐ No
	(b) Are there checklists to assist in implementing the pla	ans?		√ Yes	☐ No
	(c) Is there a method for notifying off-duty personnel?			√ Yes	☐ No
	(d) What methods are used for acquiring necessary sup	plies and equipment?	THROUGH THE N	ORMAL	
	PROCUREMENT PROCESS.			v	
(2)	Do the plane refer to ICS and CUD and/or served and	nific forms?		Yes	☑ No
(3)	Do the plans refer to ICS and CHP and/or command-spec			res	<u>M</u> 140
(4)	Do the plans have information regarding communication a agencies, Division and headquarters?	and coordination with oth	ner Areas, allied	☑ Yes	☐ No
(5)	Are there plans for hazard-specific incidents?			√ Yes	☐ No

STATE OF CALIFORNIA

	LIFORNIA HIGHWAY PATROL AGEMENT EVALUATION
	INCIDENT MANAGEMENT PLANNING
(a)	Are there employee and property protection references in the comm
(b)	Bomb incident procedures.

_						Committee of the second commit	
		(a)	Are there employee and property protection reference	s in the command's EAP	?	Yes	☑ No
		(b)	Bomb incident procedures.			Yes	☑ No
		(c)	Fires.			Yes	☑ No
		(d)	Flood/dam failures,			Yes	☑ No
		(e)	Radiation incidents.	•		Yes	☑ No
		(f)	Earthquakes.			☑ Yes	☐ No
		(g)	Tsunamis/coastal storms.			Yes	☑ No
		(h)	Civil unrest.			Yes	☑ No
		(i)	Other Area-specific emergencies.			√ Yes	☐ No
		(j)	Terrorist attacks on probable targets within an Area.			√ Yes	☐ No
		(k)	For Areas with airports, an EOP for airliner crash, fire,	and other emergency pr	ocedures is required.	Yes	☑ No
	(6)	Do	plans have supporting annexes with the following inform	nation:			
		(a)	Emergency Response Center Operations.			☐ Yes	☑ No
		(b)	Mutual aid plans and MOU's developed between Area	and other emergency se	ervice providers.	Yes	☑ No
		(c)	Procedures for deployment of, and accounting for, per	sonnel and material resc	urces.	☐ Yes	☑ No
		(d)	72-hour self-sufficient operation.			☐ Yes	☑ No
	(7)	Doe	es the need for each plan still exists?			√ Yes	☐ No
		(a)	Are plans up-to-date and not in conflict with HPM 50.1, and Operations Manual, and HPM 50.5, Civil Disturbar			√ Yes	☐ No
		(b)	Can plans be tested?			√ Yes	☐ No
		(c)	Are they current?			☑ Yes	☐ No
		(d)	Do they work?			☑ Yes	☐ No
	(8)	Doe	es the Area SOP contain guidelines for EIM?			☑ Yes	□ No
		(a)	Is that portion of the SOP up-to-date and not in conflict Management Planning and Operations Manual, HPM 5 Operations Manual, or local plans?			☑ Yes	□No
2.	TRAIN	ING		EVALUATED	ACTION REQUIRED	CORRECTED	
	a. Ist	nere :	an awareness of local training requirements?		1.7.1	√ Yes	□ No
Ī	b. Hav	e rec	quired employees been trained to initiate, maintain and	use ICS in Area emerge	ncies?	√ Yes	No
	(1)	Hav	e other Area employees received familiarization training	in ICS?		√ Yes	☐ No
	(2)		Area personnel understand their responsibilities as incideptance?	lent commanders and th	eir role in mission	√ Yes	□No
	(3)	Hav	e managers, supervisors, and OICs been trained in the	use of HPG 50.3, Emerg	gency Incident Guide?	√ Yes	☐ No
	(4)	Is H	PG 50.3, Emergency Incident Guide, readily available?			☑ Yes	☐ No

### G

AREA MANAGEMENT EVALUATION			
EMERGE	NCY INCIDENT MANAGEMENT PLANNING		
CHP 453R	(Rev. 6-06) OPI 009		
(5)	Are managers and supervisors familiar with various		

_			(1.11.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1				
		(5)	Are managers and supervisors familiar with various ICS fo	rms and their use?		√ Yes	□No
		(6)	Does the Area have a roster of employees who have receivemergency-related skills?	ved specialized training	or possess special	Yes	☑ No
		(7)	Have employees been provided with annual training in haz Departmental Training Manual?	ardous materials require	ed by HPM 70.13,	√ Yes	☐ No
			(a) Are the records of required training current?			√ Yes	☐ No
	С	Has	interagency training pertaining to EIM been conducted?			√ Yes	☐ No
	(	(1)	Do area personnel attend and participate in meetings of purpoviders to explain the Department's role in EIM?	blic safety agencies and	l emergency service	√ Yes	[_] No
	(	(2)	Have public safety agencies and emergency service provide?	lers attended Area traini	ng to discuss their	☐ Yes	√ No
	(	(3)	Do Area personnel participate in exercises with these agen	cies and EMS providers	?	[√] Yes	☐ No
	(	(4)	Are exercise critiques conducted and feedback given to all	participants?		√ Yes	☐ No
3.	REL	ATI	ONSHIPS WITH ALLIED AGENCIES	EVALUATED X	ACTION REQUIRED	CORRECTED	
			s the commander maintain a working relationship with perso artments, state and county traffic engineers and highway de		offices, police	√ Yes	☐ No
	(		Does he/she maintain a working relationship with county ar Services personnel?	nd regional state Office o	f Emergency	✓ Yes	☐ No
	(	2)	Is the commander a member of emergency organizations?			☑ Yes	☐ No
			s the commander encourage Area lieutenants and supervis- their counterparts in allied agencies?	ors to establish good wo	rking relationships	[√] Yes	[] No
	('	1) ,	Are lieutenants and sergeants members of emergency-rela	ted committees, organiza	ations, or councils?	√ Yes	☐ No
	(2	2)	Have Area personnel met with allied agency personnel to c	onduct mutual aid contin	gency planning?	√ Yes	☐ No
			the command developed written emergency incident plans onnel and material resources in multi-agency responses to		se of departmental	√ Yes	□ No
	(1		Are those plans in accordance with HPM 50.1, Emergency Derations Manual, and HPM 50.5, Civil Disturbance Plann			<b>√</b> Yes	∐ No
	(2	2) \	Vere the plans developed in coordination with allied agenci	es who have EIM respo	nsibility?	[] Yes	√] No
	(3	3) /	Are existing plans current?			Yes	☑ No
	(4	l) [	Oo plans provide for adequate supervision?			√ Yes	☐ No
	(5	5) [	o plans conform to CHP policy?			√ Yes	[] No
	(6		las the command developed a written EAP in accordance value and the command developed a written EAP in accordance value.	vith HPM 50.1, Emerger	ncy Incident	✓ Yes	[] No
	REPO	DRT	ING PROCEDURES	EVALUATED X	ACTION REQUIRED	CORRECTED	and the state of t
			eporting and documentation requirements for emergency in gers, and supervisors?	cidents understood by th	ne Area commander,	√ Yes	□No
	(1	) A	re unusual occurrences reported per GO 100.80, Report o	f Unusual Occurrence?		√ Yes	☐ No

### AREA MANAGEMENT EVALUATION EMERGENCY INCIDENT MANAGEMENT PLANNING

	-						
	(2)	Are	major state route closures reported per GO 100.46,	Reporting of Highway Co	nditions?	☑ Yes	☐ No
	(3)	Haz Inci	zardous material spills and releases reported per HP dent Management Manual?	M 84.2, Hazardous Mater	ials Transportation and	√ Yes	□ No
		(a)	Are Hazardous material incident reports (CHP 407)	E) prepared?		☑ Yes	□No
		(b)	Are there written procedures for reporting spills, rel the County Board of Supervisors and the County H	eases, and dumping of ha	zardous material to	√ Yes	□ No
5.	EMER	GEN	CY INCIDENT RESPONSES	EVALUATED	ACTION REQUIRED	CORRECTED	
-	a. List	t prob	olems Area experienced in exercising EIM. N	ONE.			
	(1)	Has	follow-up investigation been conducted to prevent r	ecurrences of problems?	N/A	Yes	☐ No
		(a)	Is the investigation forwarded through the chain-of-	command?		Yes	☐ No
		(b)	Are problems corrected and appropriate changes m	nade to Area plans?		Yes	□ No
		(c)	Are corrected actions taken, documented, and forwa	arded through the chain-o	f-command?	Yes	☐ No
	(2)	Have	e there been repeated problems with specific individ	uals or agencies?	NIA	Yes	☑ No
		(a)	Has the Area commander made reasonable efforts	to resolve the issues?	7"	Yes	☐ No
		(b)	If not resolved, has the Division chief been notified a	as required?		Yes	☐ No

### AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

Emergency Incident M	
SECTIONS	COMMENTS
I. d. (3)	The emergency incident plans do not refer to ICS and CHP command-specific forms.
1. d. 5 (a) (b) (c) (d) (e) (g) (h)	The Command's EAP does not include references to property protection, bomb incident procedure
	and civil unrest. The EAP does not address fires, floods, radiation and tsunami incidents.
1. d. 6 (a) (b) (c) (d)	The Command's EAP does not include supporting annexes regarding the ERC operations, mutual
	plans, procedures for the deployment of personnel and information regarding the 72-hour self
	sufficient operation.
2. b. 6	The Area does not currently have a roster of employees who have received specialized training.
2. c. (2)	Emergency providers have not attended Area training to discuss their role.
3	The Area's written emergency incident plans are not current.
	The above comments will be corrected and Southern Division will be notified within the next 30
	days.